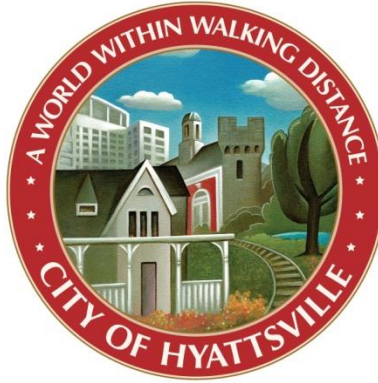




Hyattsville City Council Regular Meeting

Tuesday, January 19, 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. Approval of Minutes

- (1) City Council - Regular Meeting - Nov 2, 2015 8:00 PM
- (2) City Council - Regular Meeting - Nov 16, 2015 8:00 PM

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

6. Presentations (8:20 p.m. – 8:40 p.m.)

- (1) FY-2014 Audit Update (5 minutes)
- (2) Hyattsville Lighting Study (15 minutes)

7. Consent Items (8:40 p.m. – 8:45 p.m.)

- (1) **08-01-16 Acceptance and Appropriation of Share Our Strength Grant** I move that the Mayor & Council accept and appropriate into the FY16 budget a \$5,000 grant from Share Our Strength for the purposes of holding Cooking Matters nutritional tours for low-income adults at the Hyattsville Farmers Market. – **At the Request of the City Administrator**
- (2) **09-01-16 Appointments to Residential Parking Zone Committee** I move that the Mayor & Council appoint Catherine Barron (Ward 1), Joseph D. Youhouse (Ward 1), Pat Yinky (Ward 2) and Irma Echeverria (Ward 5) to the City's Ad Hoc Residential Parking Zone Committee for a term to expire 120 days after the first meeting of the committee. – **Lawrence, Solomon**
- (3) **10-01-16 Shade Tree Board Appointments** I move that the Mayor, upon the approval of the Council, appoint Gloria Felix-Thompson (Ward 1) and Joe Luebke (Ward 3) to the City's Shade Tree Board for a term of three years to expire on December 31, 2018. – **Lawrence**

- (4) **11-01-16 Appointment to Hyattsville Police and Public Safety Citizens Advisory Committee** I move that the Mayor & Council appoint Irma Echeverria (Ward 5) to the City's Police and Public Safety Citizens Advisory Committee for a term of two (2) years, expiring on December 31, 2017. – **Solomon**

- (5) **12-01-16 Appointment to Education Advisory Committee** I move that the Mayor & Council appoint Kathy Dow-Burger (Ward 1) to the City's Education Advisory Committee for a term of two (2) years, expiring on December 31, 2017. – **Lawrence, Ward**

8. Action Items (8:45 p.m. – 8:50 p.m.)

- (1) **13-01-16 Support for Smart Cities** I move that the Mayor and Council approve an allocation of up to \$250.00 to support the Hyattsville Preservation Association's Smart Cities event on March 17, 2016. Funds would be used to offset the costs associated with the event including honoraria and/or refreshments. – **Hollingsworth**

9. Discussion Items (8:50 p.m. – 10:05 p.m.)

At the Request of the City Administrator

- (1) Hyattsville Volunteer Fire Department Loan Request/Agreement (10 minutes)
(2) 4310 Gallatin Street Reuse/Redevelopment RFQ Proposals (20 minutes)

At the Request of Mayor Hollingsworth

- (3) Authorizing the Development of a Hyattsville Ambassadors Academy (15 minutes)
(4) Amend Article II – Administration of Government and Article VI - Personnel and Authorize Development of Transition Procedures for Contract Personnel (15 minutes)

At the Request of Council Vice President Lawrence, Ward 1 and Councilmember Solomon, Ward 5

- (5) Hyattsville Sustainable Land and Building Management Practices (15 minutes)

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

11. Community Notices and Meetings

- (1) Main City Calendar: January 20 - February 1, 2016

12. Motion to Adjourn



CALL TO ORDER AND COUNCIL ROLL CALL:

The meeting was called to order by Mayor Hollingsworth at 8:14 pm.

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	Absent	
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 & Director of Community & Economic Development Jim Chandler
- City Treasurer Ron Brooks
- Police Chief Doug Holland
- Director of Community Services Jake Rollow
- Director of Human Resources Vivian Snellman
- City Clerk Laura Reams
- Assistant City Clerk Lillie Littleford

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda

Mayor Hollingsworth provided details of proposed amendments to the agenda as follows: (1) amend the language for Motion #158-11-15 to remove the word “Acting” from in front of “City Administrator”, (2) add Motion #163-11-15 (Hyattsville CDC Letter of Support) to the action agenda, and (3) add Motion #164-11-15 (Letter of Support – Hitching Post Hill) to the action agenda. Councilmember Perry noted a correction to Motion # 155-11-15 (Sonny Frazier Toy Drive) stating that it was the 5th annual drive. Councilmember Paschall moved to accept the amendments to the agenda. Councilmember Warner seconded the motion and the motion to amend passed unanimously. The Council then voted to approve the amended agenda.

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

APPROVAL OF MINUTES:

1. City Council - Regular Meeting - Apr 20, 2015 7:30 PM



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

2. City Council - Regular Meeting - May 4, 2015 8:00 PM

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

PUBLIC COMMENT:

Mr. Pat Yinkey, a Ward 2 resident, addressed the Mayor and Council to thank the City Department of Public Works for a recent bulk trash pickup.

Ms. Nina Faye, a Ward 3 resident and member of the Code Compliance Advisory Committee, addressed the Mayor and Council in regard to the agenda items introducing new code ordinances. Ms. Faye said that the Code committee appreciated being included in the drafting process and noted that there was a firm recommendation from the committee that was not included in the draft ordinance. She said that the committee recommended adding wording to state that the addition of gravel to an existing gravel driveway was maintenance and would not require a permit.

Ms. Marion Schock, a Ward 3 resident, addressed the Mayor and Council regarding the sidewalk policy. She asked if a new petition was needed for Pennsylvania Street and said that she was concerned about the City's tree canopy and narrowing of the streets.

Mr. Bob Martin, a Ward 3 resident, reiterated Ms. Schock's statement about the sidewalk policy. Mr. Martin said that he wanted to reopen the petition for Pennsylvania Street, adding that he was not involved in the previous petition.

Ms. Carol Martin, a Ward 3 resident, thanked the City for listening to resident concerns about the sidewalk policy. Ms. Martin provided a list of recommendations and questioned if the sidewalk policy was in conflict with City Charter Article 8. She asked for clarity from the City on the policy and the Charter.

Ms. Gloria Thompson, a Ward 1 resident and President of the Hyattsville Historic Preservation Association, addressed the Mayor and Council to request support for the designation of Hitching Post Hill as an historic landmark.

Mr. David Marshall, a Ward 2 resident, addressed the Mayor and Council in regard to the sidewalk policy, stating that he was in favor of the installation of sidewalks on all City streets. Mr. Marshall also provided comments on the



historic designation of Hitching Post Hill, the Sonny Frazier Drive and the public hearing on a medical marijuana dispensary.

Ms. Candy Holland, a Ward 2 resident, commended the City for its support of Special Olympics.

PRESENTATIONS:

1. Cyclocross Check Presentation to Special Olympics

Director of Community Services Jake Rollow introduced Mr. Chris Militello, Arrow Bikes and Mr. Todd Harris, Route One Volo to present the Cyclocross award check to representatives of Special Olympics.

2. Public Comment Follow Up

City Administrator Nicholson presented follow up information on questions from the public comment portion of the previous council meeting. She provided clarifying information on the proposed pilot initiative with Bigbelly to install solar powered trash cans. Ms. Nicholson said the City would also install regular trash cans to the most problematic areas. Administrator Nicholson relayed status updates on several projects including the MD500 (Queens Chapel Road) project, University Hills, Banner/Buchanan and the installation of traffic mitigation devices on Jamestown Road. She closed her statements with information on several upcoming City events.

3. FY-2014 Audit Update and CohnReznik Presentation for FY13 Close Out

City Treasurer Brooks introduced Mr. Dan Kenney, Audit Partner from CohnReznik. Mr. Kenney reviewed the FY13 audit report on internal controls, citing areas of deficiencies. He also provided an overview of the management letter and recommended that the City consider a toll free tip line to report fraud waste and abuse of any assets. City Treasurer Brooks then provided the Council with an update on the progress of the FY14 audit process. There were no questions on the FY14 audit.

CONSENT ITEMS:

Councilmember Frazier provided background information on the Sonny Frazier Toy Drive.

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

1. **Motion 152-11-15 Grant from Target Corporation: Operation Santa with a Badge** I move that the Mayor & Council accept and appropriate into the FY2016 budget a grant for Target Corporation in the amount of \$2000 to support the Operation Santa with a Badge program.
2. **Motion 153-11-15 Purchase of Community Services Vehicle** I move that the Mayor & Council approve the purchase of a van, utilizing the state bid contract from Apple Ford in Columbia, MD and a Roof-Rack and side-ladder from Aluminums Products, Inc., in an amount not to exceed \$28,935.
3. **Motion 154-11-15 Chesapeake Bay Trust Grant** I move that the Mayor & Council approve the use of the Chesapeake Bay Trust Grant for the design and installation at Melrose Trail. Not to exceed \$20,431.00.



4. **Motion 155-11-15 Sonny Frazier Toy Drive** I move that the Mayor & Council authorize a donation to the Sonny Frazier Toy Drive which benefits children and youth of Hyattsville. The donation will have two parts: (1) The City will donate \$500 directly to the Sonny Frazier Toy Drive, (2) In addition, the City will provide a matching grant and will match, dollar for dollar to maximum of \$1000, funds raised at the 5th annual Hyattsville Heroes Bowl, scheduled for November 14, 2015 at Magruder Park at 3:00 pm.
5. **Motion 156-11-15 Proclamation in Celebration of Municipal Government Works Month** I move that the Mayor & City Council adopt the following proclamation of celebration for November 2015.
6. **Motion 157-11-15 Proclamation in Celebration of Native American Heritage Month** I move that the Mayor & Council adopt the following proclamation in celebration of Native American Heritage Month, November 2015.
7. **Motion 158-11-15 Commercial Façade Improvement Awards** I move that the Mayor & Council approve the recommendations of the Commercial Façade Review Panel and authorize the City Administrator to execute grant agreements, upon review for legal sufficiency and approval by the City Attorney, for the following commercial properties:
 - 5902 43rd Avenue: Award of \$15,762
 - 4824 Rode Island Avenue: Award of \$15,025
 - 5130 Baltimore Avenue: \$5000
 - 5132 Baltimore Avenue: \$7500
8. **Motion 159-11-15 Appointment to Residential Parking Zone Committee** I move the Mayor & Council appoint Andrew Bishop (Ward 4) and Chris Slezak (Ward 3) to the City's Ad Hoc Residential Parking Zone Committee for a term to expire 120 days after the first meeting of the committee.
9. **Motion 161-11-15 Adjustment to FY 2016 General Fund and CIP Budget Appropriations for the Police Department** I move the Mayor & Council adjust the 2016 General Fund and Capital budget appropriations in the Police department by moving an amount not to exceed \$22,963 out of Fund 01-202-001-5328 Maintenance Contracts Records and Communications to other Fund 70-202- 001 -5664 Capital Outlay Computer Hardware account, for the Motorola Premier-One Computer Aided Dispatch/Records Management System (CAD/RMS).
10. **Motion 160-11-15 Appointments to Hyattsville Police and Public Safety Citizens Advisory Committee** I move that the Mayor & Council appoint Gwen Kesler (Ward 2), Laura Usher (Ward 2), Patricia Stamper (Ward 5), and Emily Strab (Ward 2) to the City's Police and Public Safety Citizens Advisory Committee for a term of two (2) years, expiring on December 31, 2017.

ACTION ITEMS:

1. Hyattsville Health, Wellness, and Recreation Advisory Committee

162-11-15 Hyattsville Health, Wellness, and Recreation Advisory Committee I move that the Mayor & Council establish the Hyattsville Health, Wellness, and Recreation Advisory Committee (HWRAC) as defined in the HWRAC Committee Worksheet.

Councilmember Warner explained why she planned to vote against the motion, citing the abundance of City committees and stating that she was unsure there was a pressing need for the Health and Wellness committee. Councilmember Paschall said he was also concerned about the proliferation of committees and asked Councilmember Solomon to articulate the need this committee would fill for the City. Councilmember Solomon said that he believed there was a need to focus on items of health and wellness recreation in the City and there was excitement in the community about the establishment of the committee. Councilmember



Wright said he had originally also been concerned about the number of City committees but then reconsidered, as he believed it was a great way to involve people in government.

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

2. Hyattsville CDC Letter of Support

163-11-15 Hyattsville CDC Letter of Support I move that the Council authorize the Mayor to send a letter in support of the Hyattsville Community Development Corporation's (CDBG) grant application to the Prince George's County Department of Housing and Community Development.

Councilmember Perry asked if the grant funds would be used to help develop the Concordia Lutheran School site on Longfellow Street. It was stated that the funds would not be used for that purpose.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Kevin Ward, Councilmember, Ward 1
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Wright, Paschall, Perry, Frazier, Solomon
ABSENT:	Croslin

3. Letter of Support - Hitching Post Hill

164-11-15 Letter of Support – Hitching Post Hill I move that the Council authorize the Mayor to send a letter of support to Maryland - National Capital Park & Planning Commission (M-NCPPC) on behalf of Randy & Rose Fletcher, applicants, for funding to make the following improvements to the residence at Hitching Post Hill.

- Replace/repair rotting wood and windows on the cupola.
- Repair of the deteriorating inside brick in a basement room.
- Repair of the east porch.

This application will be submitted to M-NCPPC under the 2016 Prince George's County Historic Property Grant Program.

Councilmember Warner said she had found the property owners of Hitching Post Hill to be very open to being part of the community and said that she believed they viewed themselves as curators of a local historical resources. Councilmember Wright said that he echoed those sentiments.



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

DISCUSSION ITEMS:

1. Medical Cannabis Dispensary Applicant

Mayor Hollingsworth introduced the topic for discussion and noted the applicant had requested a letter of support by November 6th. She opened the floor for discussion. Councilmember Solomon inquired if the County Council or County Executive's Office had given a letter of support. Mayor Hollingsworth allowed for County Councilmember Deni Taveras, who was in the audience, to address the Council. County Councilmember Taveras said she would not be submitting a letter of support.

Police Chief Holland responded to questions on general security. Chief Holland said without knowing the location it was difficult to make recommendations or speculate on security needs. There was a brief discussion on the location of the business. Council Vice President Lawrence moved Motion #165-11-15, Councilmember Paschall seconded the motion.

Motion #165-11-15 I move that the Council authorize the Mayor to send a letter to the Maryland Medical Cannabis Commission in Support of Hoyer-Crest Apothecary's application to permit the establishment of a medical cannabis dispensary in the City of Hyattsville.

Council President Haba said he would be abstaining from the vote because there was not enough information. Councilmember Paschall said he supported the motion and that he did not feel he required more details because the industry would be heavily regulated by the State.

RESULT:	APPROVED [8 TO 1]
MOVER:	Bart Lawrence, Council Vice President
SECONDER:	Patrick A. Paschall, Councilmember, Ward 3
AYES:	Hollingsworth, Lawrence, Ward, Warner, Wright, Paschall, Perry, Solomon
NAYS:	Frazier
ABSTAIN:	Haba
ABSENT:	Croslin

3. Review of City Sidewalk Policy

City Administrator Nicholson introduced Department of Public Works Project Manager Hal Metzler to the Council. Ms. Nicholson noted the agenda item was intended as an initial review of the sidewalk policy and staff was seeking input from the Council on the policy. Mr. Metzler provided background information on the sidewalk policy and details on the various items to be taken into consideration with the installation of sidewalks including the City's tree canopy and existing width of streets.

There was a lengthy discussion on sections of the City Charter pertaining to sidewalks, the petition process and the status and history of the University Hills Street Project.



Councilmember Paschall said the Council had previously voted on a decision regarding the University Hills project and that a change to City policy would not be retroactive unless specifically stated. He added that while the second and third phases of the project had been voted on, funds had not been released and there could be an opportunity for additional discussion of the project at the time of funding authorization. Councilmember Paschall said in regard to the University Hills project that the City had sent surveys to all residents to gain input. He also added that it was his belief that the individuals who resided on a street were not the sole stakeholders for deciding on the installation of a sidewalk as the sidewalks impacted others too. Councilmember Paschall also said that he was not supportive of including special exceptions in the policy and recommended the inclusion of a provision that petitions must be submitted during the design phase of a project.

Councilmember Wright said he thought there should be more consistency with the Charter. Regarding the University Hills project, he said he believed this was a learning curve for the City on how to deal with neighborhoods annexed into City boundaries. Councilmember Wright asked if there could be a grandfather clause included in the policy for annexed areas.

Council President Haba said he agreed with the recommendation that residents should submit petitions during the design phase. He inquired how the City could best address the needs of residents that did not agree with the submitted petitions. City Administrator Nicholson noted that even with a majority of residents submitting a petition that there were other mitigating factors the City needed to consider. She said that the City was committed to holding community meetings to reach out to all residents and added that it appeared that residents in favor of sidewalks were generally more silent than those who were opposed. Councilmember Wright said that when considering internal roads, the City should also consider points of interest that these roads may lead to, for example the duck pond. He said he was in favor of sidewalks on roads that lead people to points of interest but added that it was also important for the City to pursue other ways to achieve pedestrian safety on these routes.

There was a brief discussion about the addition of a grandfather clause to the policy for annexed neighborhoods. Mayor Hollingsworth closed the discussion by stating that there would be an additional opportunity for the Council to review an updated version of the policy and provide additional comments.

4. Revisions to Chapters 114, 105 & 68

Assistant City Administrator Chandler summarized the proposed code changes to Chapters 114, 105 and 68 and responded to questions of clarification from the Council. Council Vice President Lawrence asked if the proposed three (3) foot restriction for parking adjacent to driveway aprons was common in surrounding municipalities and if enacted, how many parking spaces the City would lose. Mr. Chandler said that he was unsure how many parking spaces may be lost and stated he believed that three (3) feet may still be problematic for some residents depending on the circumstances.

There was a brief discussion on painting curbs yellow to indicate no parking and enforcement of the provision. Mr. Chandler said he thought curb painting could be accommodated per resident request, expressed concern with the cost and staff time that would be needed to paint all curbs and added that he did not believe it was necessary. City Administrator Nicholson said that the City planned to paint curbs only upon request and with repeated calls for service. Council President Haba asked detailed questions regarding chapter 68, Assistant City Administrator Chandler said that he would review the questions with the City Attorney and revise the ordinance as needed.

Mayor Hollingsworth extended her thanks to Assistant City Administrator Chandler's department and the Code Committee for their work. Councilmember Solomon offered general feedback, stating he would like to ask the Council to consider how it receives information from committees. He said he thought the Code Committee should have given a presentation and after discussion, the Council could direct the City Attorney to



draft legislation. Councilmember Paschall stated that the Code Committee had provided the Council with recommendations.

5. Magruder Park Courtyard

Director of Community Services Jake Rollow provided a brief background on the memorial statue for a notable resident and said the project was ready for installation in summer 2016.

6. Overview of Process for Upcoming Agenda Items

Mayor Hollingsworth provided an overview for the Council on the legislative motion process as adopted in the Council Rules of Procedure, Hyattsville Resolution 2015-01. She described the work flow process between the motion maker and staff before the item would come forward on a Council agenda. Mayor Hollingsworth also stated that there was still room and opportunity to submit items for consideration on new agendas, provided the item had at least three (3) co-sponsors. She also noted that one of the goals of the process was to issue the packet to the Council and public sooner than current practice.

There was a discussion on the process. Councilmember Paschall noted that Councilmember were still able to add an item to the agenda "on the fly", provided they had the votes to amend the agenda. Councilmember Solomon asked for clarification on the goal to release the agenda packet earlier. Mayor Hollingsworth responded that the intention was to allow for additional time to review the materials. Councilmember Solomon said he did not agree with the two week target release date, but that there should be a window of time to strive to meet. There was a discussion on the process of drafting legislation and transparency. Mayor Hollingsworth said that the next agenda packet would include a list of all motions submitted by the close of the 2015 legislative season.

COUNCIL DIALOGUE:

Several Councilmembers thanked the Police Department for their presence in the City on Halloween night. Councilmember Solomon thanked residents for attending the Ward 5 Community Day and remarked favorably on City Administrator Nicholson, stating that she was well received and well respected in the community. Several Councilmembers also offered congratulations and thanks to the organizers of the ArtSpin event. Councilmember Frazier reminded residents of the upcoming Heroes Bowl.

MOTION TO ADJOURN:

1. Motion to Adjourn

The Council Meeting of November 2, 2016 adjourned at 10:56 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paula J. Perry, Councilmember, Ward 4
SECONDER:	Kevin Ward, Councilmember, Ward 1
AYES:	Hollingsworth, Haba, Lawrence, Ward, Warner, Wright, Paschall, Perry, Frazier, Solomon
ABSENT:	Croslin



CALL TO ORDER AND COUNCIL ROLL CALL:

The meeting was called to order by Mayor Hollingsworth at 8:03 p.m.

Attendee Name	Title	Status	Arrived/Left
Candace Hollingsworth	Mayor	Present	
Edouard Haba	Council President	Excused	9:20 p.m.
Bart Lawrence	Council Vice President	Present	
Kevin Ward	Councilmember, Ward 1	Present	
Robert S. Croslin	Councilmember, Ward 2	Present	
Shani Warner	Councilmember, Ward 2	Present	
Thomas Wright	Councilmember, Ward 3	Present	
Patrick A. Paschall	Councilmember, Ward 3	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
- City Treasurer Ron Brooks
- Director of Human Resources Vivian Snellman
- Director of Community Services Jake Rollow
- Director of Public Works Lesley Riddle
- City Clerk Laura Reams
- Assistant City Clerk Lillie Littleford
- Department of Public Works Project Manager Hal Metzler
- Planner Katie Gerbes

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda of November 16, 2015

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

PUBLIC COMMENT:

Ms. Elizabeth Payer, a Ward 3 resident, addressed the Mayor and Council regarding recent comments that were sent to the Park and Planning Commission for the preliminary PG Plaza TDOZ. Her arguments, in regards to the Clay Property, were in support of the designation as one-family detached structures and for the plan to have appropriate density and property height designations. Ms. Payer stated that she did not support the proposal to rezone the property.

Mr. Jim Menasian, a Ward 3 resident, addressed the Mayor and Council in agreement with the comments made by Ms. Payer. He did not support the addition of townhomes in the University Hills area, and asked the council to not support the rezoning. He then asked the Council to consider quality of life and environmental concerns for residents that will move to University Hills.



Ms. Alyson Reed, a Ward 3 resident and member of the City's Environment Committee, addressed the Mayor and Council in regard to the proposal of the land swap for the Clay project. Her arguments consisted of the downtown vision for the currently wooded property and addressing community needs. She stated that the land swap needed to be decoupled from the re-zoning proposal.

Ms. Joyce McDonald, a Ward 3 resident, addressed the Mayor and Council regarding the Clay project. She expressed concern and agreed with Ms. Reed's statement that the land exchange and the zoning should not be linked.

Ms. Gloria Felix-Thompson, a Ward 1 resident, addressed the Mayor and Council on behalf of the Hyattsville Preservation Association. She wanted to urge the Council to ensure the ambiance and view of Ash Hill and Hitching Post Hill be preserved.

MOMENT OF SILENCE:

Mayor Hollingsworth led a moment of silence for those injured in the traffic accident in Chillum and a moment of silence for the tragedy in Paris.

PRESENTATIONS:

1. FY-2014 Audit Update

City Treasurer Brooks provided an update on the FY14 audit. He stated that current policies regarding investments and debt service schedules were being reviewed, as well as various internal policies relative to cash disbursements and the City's fixed assets. Mr. Brooks said that the City expected to complete the audit at the end of 2015.

2. Clay Property Presentation

City Planner, Katie Gerbes introduced the Clay Property Presentation and Mr. Chris Hatcher, representative of the Blumberg Company, and the land owner of the Clay Property. Mr. Hatcher stated that his purpose was to provide an overview of the land swap between the Parks and Planning department and the Clay Property, as well as relaying communications between the two entities. Mr. Hatcher presented illustrations of the area of the property and the proposed zoning, noting that it did not account for density, storm water management, or grading. The illustrative was noted to show less units than permitted in the R-80 zone. Mr. Hatcher then provided further details and communications regarding the land exchange. He stated that the project was in the evaluation process and would likely come back revised with input from community stakeholders.

Councilmember Wright responded with procedural questions about the proposal and asked about its reappearance on the December 7th agenda. Mayor Hollingsworth assured the Council that it was a discussion item for the December 7th Council Meeting, but noted that it could change. Councilmember Wright then directed questioning to the developer. He requested clarification on why there were two items on the R-20 rezoning request. Mr. Hatcher stated that the property owner believed the land swap could facilitate rezoning and address stakeholder concerns they have heard thus far. Mr. Hatcher also responded to Councilmember Wright that the necessity of the rezoning was based on the question of what was considered downtown and what was not. He said he believed a market rate townhouse development would transition to single family homes. Councilmember Wright asked why they would want to change the preliminary recommended zoning to have the Clay property considered downtown, and was responded to with the reasoning that this was considered to be a more refined zoning plan and Park and Planning had omitted references to single family homes. Councilmember Wright then highlighted the fact that there was a lack of documents with stakeholder concerns and asked Mr. Hatcher to specify his requests from the Council. Mr. Hatcher replied with a request to continue working with Park and Planning and to support and define the boundaries of the swap. With no knowledge of Park and Planning's intentions, Councilmember Wright suggested these be separate requests.



Mr. Hatcher stated that they would continue to work the process. Councilmember Paschall added that the two requests could be related due to financial intentions of the developer and that informing the public was a good start to the long process. A community meeting was agreed upon and Mayor Hollingsworth thanked Mr. Hatcher.

CONSENT ITEMS:

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

1. **Motion 166-11-15 Appointment to Planning Committee** I move that the Mayor & Council appoint Rommel Sandino to the City's Planning Committee for a term of two (2) years, expiring on December 31, 2017.
2. **Motion 167-11-15 Appointment to the Health, Wellness and Recreation Advisory Committee** I move that the Mayor & Council appoint Patricia Page to City's Health, Wellness and Recreation Advisory Committee for a term of two (2) years, expiring on December 31, 2017.
3. **Motion 168-11-15 Magruder Park Courtyard** I move that the Mayor & Council amend the January 31, 2015, agreement with NZ1 Construction to include work to be done for concrete preparation and installation in the Magruder Park Courtyard at a cost not to exceed \$13,173.
4. **Motion 172-11-15 Acceptance/Appropriation of FY16 Share Our Strength Grant** I move that the Mayor & Council accept and appropriate into the FY16 budget a grant in the amount of \$2,000 from Share our Strength. Grant funds will be used to provide \$10 vouchers to participants in the City's Healthy Eating Nutritional Tours sponsored by the Department of Community Services, Senior Services Program. Any remaining funds will be used for the matching money program at the City's Farmer's Market.

ACTION ITEMS:

1. UMD Shuttle MOU Renewal

169-11-15 UMD Shuttle MOU Renewal I move that the Mayor & Council authorize the City Administrator to execute a one-year extension to the UMD Shuttle Program Memorandum of Understanding with the University of Maryland's Department of Transportation Services effective January 1, 2016 – December 31, 2016, upon the review and approval of the City Attorney for legal sufficiency – At the request of the City Administrator

After City Administrator Nicholson summarized the status of the program, Councilmember Paschall noted that he supported the program despite the concern for low ridership.



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

2. USPS Parking Lot Lease Renewal

17—11-15 USPS Parking Lot Lease Renewal I move that the Mayor & Council authorize the City Administrator to execute a lease agreement with the United States Postal Service for use of 4325 Gallatin Street, Hyattsville as a public parking lot effective until October 31, 2020 upon the review and approval of the City Attorney for legal sufficiency.

City Administrator Nicholson stated that, with the renewal of the term, the lease would be modified to allow for metering of the lot. Administrator Nicholson assured Councilmember Haba's concerns about USPS support of the modification to the lease terms were not substantial.

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

3. 2016 Council Meeting Schedule and FY17 Budget Meeting Schedule

171-11-15 2016 Council Meeting Schedule and FY17 Budget Meeting Schedule I move that the Mayor & council adopt the 2016 Council Meeting Schedule and FY2017 Budget Meeting Schedule, as amended with the following updated dates: the meeting for January 13 was rescheduled for Tuesday, January 12 and the meeting for May 11 was rescheduled for Thursday, May 12.

After discussion on modifying Council and Budget Meeting Schedules, Councilmember Warner made a motion to amend the calendar to change three dates to Tuesday January 12th, Wednesday April 13th, and Thursday May 12th. Councilmember Solomon seconded, and the amendment passed unanimously.

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

DISCUSSION ITEMS:

1. Traffic Calming Procedures

Director of Public Works Riddle provided an overview of the proposed changes to traffic calming procedures and stressed the need for changing the petition process rather than the ordinance. This change would be reflected in City Clerk Reams accepting/ratifying the petition 90 days before holding a public hearing. Ms. Riddle assured Councilmember Paschall that there was no separate policy needed for City staff to do their own traffic study. Mayor Hollingsworth added a request for the City's website to include an FAQ section on the procedure for requesting traffic mitigation.



NOTE FOR THE RECORD: Council President Haba left the meeting at 9:20 p.m.

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

City Clerk Reams stated the Staff recommendation to not renew the current provider contract, and to enter into a new contract with Granicus for the agenda, meetings, civic participation platform, and streaming management. Ms. Reams provided details highlighting Granicus's efficiency in streamlining project updates, publishing agendas and minutes, and managing committee appointments. She said that implementation would begin in January 2016 with FY16 budget impacts not exceeding \$19,419.00. Clerk Reams also replied to Councilmember Paschall's comments regarding the Speak Up function, stating that residents would have to register and agree to terms prior to making comments. Councilmember Solomon asked if there was a translate function and Councilmember Paschall expressed concern about a lead time for implementation. Ms. Reams assured the Council that it would be a smooth transition with little added costs and Mayor Hollingsworth reminded the Council that this would reappear as a Consent item on December 7th.

3. Authorizing Application for AmeriCorps VISTA Sponsorship – Digital Inclusion and Civic Engagement

Mayor Hollingsworth provided details on the VISTA sponsorship and said that it would require financial support of \$8-10K in receipt for the full-time employee. She responded to Councilmember Solomon's questions regarding the application process, stating that it would be similar to a letter of intent and that the City would need to reapply each year with Council approval. Mr. Rollow notified the Council that AmeriCorps asked that the mission goals would continue after the VISTA ends, and required funds would coincide with the City's budget year. Mayor Hollingsworth agreed with Councilmember Paschall that it was not the role of the Council to authorize grant applications, rather to agree to make a commitment to continuing the work involved. There was a request to move this item to consent at the next meeting.

4. Participation in AARP Maryland and World Health Organization (WHO) Age-Friendly Cities & Communities Network

After Mayor Hollingsworth provided information on this motion, she stated the item would return for consent on December 7th. Mayor Hollingsworth assured Councilmember Wright that the issue was separate from the work done by Hyattsville Aging in Place.

COUNCIL DIALOGUE:

Councilmember Croslin thanked the Council and Staff for support of ArtSpin and pledged to make a donation to Artworks. Councilmembers Solomon and Ward thanked the participants of the Heroes Bowl. Councilmember Paschall announced he is having a new baby and would be absent late March and early April. Councilmember Wright thanked Councilmember Frazier for her work on the Heroes Bowl and Mayor Hollingsworth wished everyone a Happy Thanksgiving.

MOTION TO ADJOURN:

1. Motion to Adjourn the Council Meeting of November 16, 2015

The Council Meeting of November 16, 2015 ended at 10:00 p.m.

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

Minutes Acceptance: Minutes of Nov 16, 2015 8:00 PM (Approval of Minutes)



Presentations: FY-2014 Audit Update

SUBJECT: FY-2014 Audit Update

SECTION: Presentations

BACKGROUND:

The FY-2014 audit is in the final stage. Financial Statements are still being reviewed by audit team members. We are pushing to get final close-out reports and the final FY-2014 submission to the State as quickly as possible.

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 1/13/2016



Presentations: Hyattsville Lighting Study

SUBJECT: Hyattsville Lighting Study

SECTION: Presentations

BACKGROUND:

A comprehensive study of lighting in West Hyattsville was conducted and completed in FY2015. The results indicated that there were deficiencies with luminance and illumination levels and coverage throughout the study area. The staff has begun a phased approach to updating and improving conditions. Phase 1 began with an evaluation of existing lighting fixtures to determine which would be significantly improved by upgrading to LED bulbs. This is a timely, cost effective measure that can result in significant lighting improvements. Phase 1 is retrofitting existing lighting with efficient and brighter LED bulbs. The area has been evaluated for distance between poles, identification of fixtures, upgrades of existing fixtures, height of existing fixtures, and identifying poles that do not have light fixtures. The City is working with PEPCO on pricing estimates and plans to begin upgrades and new installation of approximately 80 lights.

NEXT STEPS:

Council approval of funds to retrofit lighting fixtures in the lighting study area.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Oversight and installation of lighting upgrades.

STRATEGIC GOALS

Goal: Goal 3 – Promote a Safe and Vibrant Community


Tracey Nicholson, City Administrator 1/13/2016



Lighting Study - West Hyattsville

Background

The Mayor, Council, and staff have placed a high priority on improving safety and security throughout the City. Providing sufficient and effective lighting on City streets, walkways, and parks contributes to that overall goal. In March, 2015, Charles P. Johnson and Associates (CPJ) completed a comprehensive Lighting and Pedestrian Safety study with focus on the West side of the City. As expected, it indicated that there are deficiencies with overall lighting in West Hyattsville. The report cited deficiencies with the amount of lighting, the quality of lighting and amount of coverage provided.

Staff Evaluation

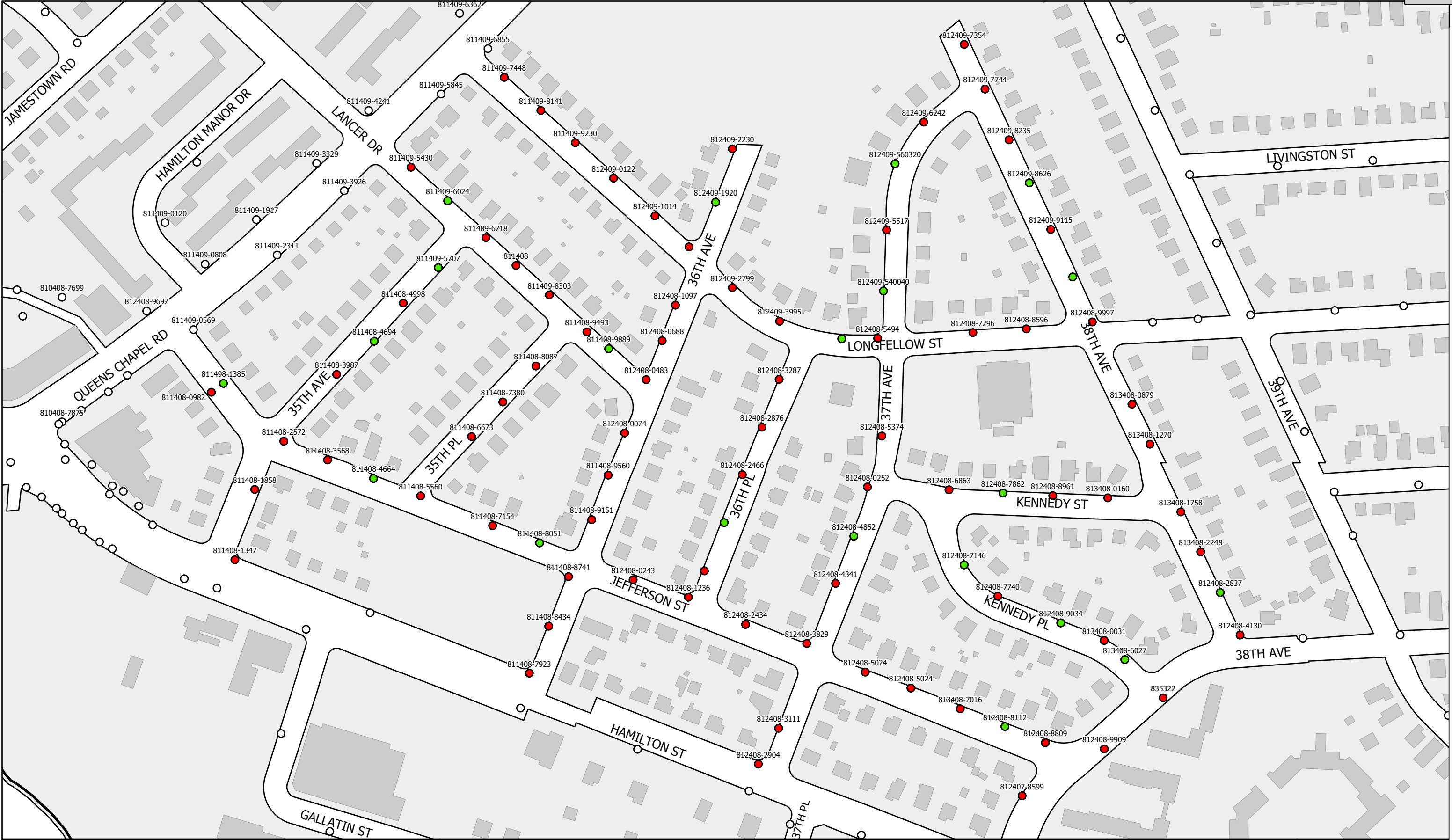
The study recommended as an initial course of action, retrofitting existing lighting fixtures to LED to improve overall lighting conditions, luminance, and illumination levels. Many of the new LED lights are specifically designed to minimize the brightness directly below the light and spread the light evenly over a wider coverage area. Also, LED lights are designed to mount to the existing wood pole arms that are widely utilized throughout the City.

The Staff has been working with PEPCO to determine the requirements for LED lighting replacements and the associated costs for installing new poles and retrofitting existing lights with LED fixtures. Our initial focus for Phase 1 (See map) lighting re-design and retrofitting is outlined in the attachment. We have gathered existing conditions and provided all related information to PEPCO for proposed costs. We expect cost proposals from PEPCO in the next 60-90 days and can begin work shortly thereafter. We budgeted \$500K in FY2016 but expect the costs to be significantly lower for this first phase.

Project Development

During and immediately following Phase 1 implementation, the staff will assess the improved conditions and impact to determine the scope of the Phase 2 project area and requirements. All additional information will be provided to PEPCO for evaluation and cost proposals. The FY2017 budget includes \$250K estimate to execute Phase 2. Once the retrofitting is complete in Phase 1, we will reevaluate the lighting effectiveness and determine the type, amount, and location of additional lighting requirements.

We expect the entire lighting project to have three, or possibly four phases. During each phase of the project, the staff will continue to evaluate and pursue funding for the design and installation of required lighting to improve safety conditions and enhance our neighborhoods and streets. The goal of this project is to effectively replace, redesign, and retrofit existing lighting and install new lighting where required.



Attachment: Street Lights Updates_01062016 (1395 : Hyattsville Lighting Study)



City of
Hyattsville

Department of Community & Economic
Development

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

Street Lights that Require Updates

As of Jan 6, 2016

Street Light Recommendations

- Light Upgrade(s) Required
- Pole Requires New Light
- No Action Required

Author: SF
Date: January 6, 2016

City of Hyattsville
Departmetn of Public Works Preliminary Proposed Street Light Upgrades

POLE_TYP E	PEPCO_ID	MANAGED_BY	OWNED_BY	LIGHTPOLE_UPGRADE_1	x	y	WATTAGE (Current)		LAMP_TYPE (Current)	LAMP_HEIGHT	Wattage (New)	Lamp Type (New)	COMMENTS
Wood	812408-0483	Pepco	City of Hyattsville	Yes	-76.9574	38.95618	100 Watts		High Pressure Sodium	27		LED	
Wood	812408-0688	Pepco	City of Hyattsville	Yes	-76.9573	38.95641	100 Watts		High Pressure Sodium	22		LED	
Wood	812408-1097	Pepco	City of Hyattsville	Yes	-76.9572	38.95662	100 Watts		High Pressure Sodium	23		LED	
Wood	812409-1510		City of Hyattsville	Yes	-76.9571	38.95696	100 Watts		High Pressure Sodium	23		LED	
Wood	812409-1014	Pepco	City of Hyattsville	Yes	-76.9573	38.95714	100 Watts		High Pressure Sodium	21		LED	
Wood	812409-0122	Pepco	City of Hyattsville	Yes	-76.9577	38.95736	100 Watts		High Pressure Sodium	22		LED	
Wood	811409-9230	Pepco	City of Hyattsville	Yes	-76.9579	38.95757	100 Watts		High Pressure Sodium	19		LED	
Wood	811409-8141	Pepco	City of Hyattsville	Yes	-76.9582	38.95776	100 Watts		High Pressure Sodium	22		LED	
Wood	811409-7448	Pepco	City of Hyattsville	Yes	-76.9585	38.95795	100 Watts		High Pressure Sodium	23		LED	
Wood	812409-2230	Pepco	City of Hyattsville	Yes	-76.9567	38.9575	100 Watts		High Pressure Sodium	23		LED	
Wood	812409-2799	Pepco	City of Hyattsville	Yes	-76.9568	38.95672	100 Watt		High Pressure Sodium	24		LED	
Wood	812409-3995	Pepco	City of Hyattsville	Yes	-76.9564	38.95652	100 Watt		High Pressure Sodium	22		LED	
Wood	812408-5494	Pepco	City of Hyattsville	Yes	-76.9557	38.95642	100 Watt		High Pressure Sodium	25		LED	
Wood	812408-7296	Pepco	City of Hyattsville	Yes	-76.955	38.95645	100 Watt		High Pressure Sodium	25		LED	
Wood	812408-8596	Pepco	City of Hyattsville	Yes	-76.9546	38.95648	100 Watt		High Pressure Sodium	24		LED	
Wood	812408-9997	Pepco	City of Hyattsville	Yes	-76.9541	38.95652	100 Watt		High Pressure Sodium	26		LED	
Wood	812409-9115	Pepco	City of Hyattsville	Yes	-76.9544	38.95702	100 Watt		High Pressure Sodium	24		LED	
Wood	812409-8235	Pepco	City of Hyattsville	Yes	-76.9547	38.95754	100 Watt		High Pressure Sodium	24		LED	
Wood	812409-7744	Pepco	City of Hyattsville	Yes	-76.9549	38.95785	100 Watt		High Pressure Sodium	27		LED	
Wood	812409-7354	Pepco	City of Hyattsville	Yes	-76.955	38.95811	100 Watt		High Pressure Sodium	24		LED	
Wood	812409-6242	Pepco	City of Hyattsville	Yes	-76.9553	38.95769	100 Watt		High Pressure Sodium	25		LED	
Wood	812409-5517	Pepco	City of Hyattsville	Yes	-76.9556	38.95705	150 Watt		High Pressure Sodium	23		LED	
Wood	812408-5374	Pepco	City of Hyattsville	Yes	-76.9556	38.95585	100 Watt		High Pressure Sodium	23		LED	
Wood	812408-0252	Pepco	City of Hyattsville	Yes	-76.9558	38.95555	100 Watt		High Pressure Sodium	28		LED	upgrade to 250 watt
Wood	812408-4341	Pepco	City of Hyattsville	Yes	-76.956	38.95498	100 Watt		High Pressure Sodium	25		LED	extend arm
Wood	812408-3829	Pepco	City of Hyattsville	Yes	-76.9562	38.95463	100 Watts		High Pressure Sodium	24		LED	up to 150 watt
Wood	812408-2434	Pepco	City of Hyattsville	Yes	-76.9567	38.95474	100 Watts		High Pressure Sodium	24		LED	
Wood	812408-1236	Pepco	City of Hyattsville	Yes	-76.9571	38.9549	100 Watts		High Pressure Sodium	27		LED	
Wood	812408-1646	Pepco	City of Hyattsville	Yes	-76.957	38.95506	100 Watt		High Pressure Sodium	22		LED	
Wood	812408-2466	Pepco	City of Hyattsville	Yes	-76.9567	38.95562	100 Watt		High Pressure Sodium	21		LED	
Wood	812408-2876	Pepco	City of Hyattsville	Yes	-76.9565	38.9559	100 Watt		High Pressure Sodium	23		LED	
Wood	812408-3287		City of Hyattsville	Yes	-76.9564	38.95618	75 Watt		High Pressure Sodium	24		LED	
Wood	813408-0879	Pepco	City of Hyattsville	Yes	-76.9538	38.95603	100 Watt		High Pressure Sodium	23		LED	arm is bent needs fix
Wood	813408-1270	Pepco	City of Hyattsville	Yes	-76.9536	38.95577	100 Watt		High Pressure Sodium	23		LED	
Wood	813408-1758	Pepco	City of Hyattsville	Yes	-76.9534	38.9554	100 Watt		High Pressure Sodium	25		LED	
Wood	813408-0160	Pepco	City of Hyattsville	Yes	-76.954	38.95546	100 Watt		High Pressure Sodium	23		LED	
Wood	812408-8961	Pepco	City of Hyattsville	Yes	-76.9544	38.9555	100 Watt		High Pressure Sodium	21		LED	
Wood	812408-6863	Pepco	City of Hyattsville	Yes	-76.9551	38.95553	100 Watt		High Pressure Sodium	26		LED	
Wood	812408-7740	Pepco	City of Hyattsville	Yes	-76.9548	38.95491	100 Watt		High Pressure Sodium	23		LED	
Wood	813408-0031	Pepco	City of Hyattsville	Yes	-76.954	38.95465	100 Watt		High Pressure Sodium	22		LED	
Wood	835322	Pepco	City of Hyattsville	Yes	-76.9535	38.95431	100 Watt		High Pressure Sodium	23		LED	pole needs replace bad cracks
Wood	812408-4130	Pepco	City of Hyattsville	Yes	-76.953	38.95468	100 Watt		High Pressure Sodium	25		LED	
Wood	813408-2248	Pepco	City of Hyattsville	Yes	-76.9533	38.95517	100 Watt		High Pressure Sodium	22		LED	
Wood	812408-9909	Pepco	City of Hyattsville	Yes	-76.954	38.95401	100 Watt		High Pressure Sodium	23		LED	
Wood	812407-8599		Pepco	Yes	-76.9546	38.95374	100 Watt		High Pressure Sodium			LED	
Wood	812408-8809	Pepco	City of Hyattsville	Yes	-76.9544	38.95405	150 Watt		High Pressure Sodium	22		LED	
Wood	813408-7016	Pepco	City of Hyattsville	Yes	-76.9551	38.95425	100 Watts		High Pressure Sodium	22		LED	
Wood	812408-5024	Pepco	City of Hyattsville	Yes	-76.9554	38.95437	100 Watts		High Pressure Sodium	23		LED	
Wood	812408-3111	Pepco	City of Hyattsville	Yes	-76.9564	38.95414	100 Watts		High Pressure Sodium	24		LED	
Wood	812408-0243	Pepco	City of Hyattsville	Yes	-76.9575	38.95496	100 Watts		High Pressure Sodium	22		LED	needs 8' arm
Wood	811408-9151	Pepco	City of Hyattsville	Yes	-76.9578	38.95536	100 Watts		High Pressure Sodium	24		LED	
Wood	811408-9560	Pepco	City of Hyattsville	Yes	-76.9577	38.95562	100 Watts		High Pressure Sodium	22		LED	
Wood	812408-0074	Pepco	City of Hyattsville	Yes	-76.9576	38.95587	100 Watts		High Pressure Sodium	24		LED	
Wood	811408-9493	Pepco	City of Hyattsville	Yes	-76.9579	38.95643	100 Watts		High Pressure Sodium	25'		LED	150 watt
Wood	811409-8303	Pepco	City of Hyattsville	Yes	-76.9581	38.95668	100 Watts		High Pressure Sodium	24'		LED	

Attachment: Street light upgrade list2016 v1 (1395 : Hyattsville Lighting Study)

City of Hyattsville
Departmetn of Public Works Preliminary Proposed Street Light Upgrades

POLE_TYP E	PEPCO_ID	MANAGED_BY	OWNED_BY	LIGHTPOLE_UPGRADE_1	x	y	WATTAGE (Current)		LAMP_TYPE (Current)	LAMP_HEIGHT	Wattage (New)	Lamp Type (New)	COMMENTS
Wood	811408	Pepco	City of Hyattsville	Yes	-76.9584	38.95685	100 Watts		High Pressure Sodium	22'		LED	
Wood	811409-6718	Pepco	City of Hyattsville	Yes	-76.9586	38.95701	100 Watts		High Pressure Sodium	26'		LED	
Wood	811408-4998	Pepco	City of Hyattsville	Yes	-76.9592	38.95663	100 Watts		High Pressure Sodium	22'		LED	
Wood	811408-3987	Pepco	City of Hyattsville	Yes	-76.9597	38.95621	100 Watts		High Pressure Sodium	29'		LED	
Wood	811408-0982	Pepco	City of Hyattsville	Yes	-76.9607	38.9561	100 Watts		High Pressure Sodium	19'		LED	Relocate to pole across street. or extend arm.
Wood	811408-1858		City of Hyattsville	Yes	-76.9603	38.95559	100 Watts		High Pressure Sodium	28'		LED	
Wood	811408-2572	Pepco	City of Hyattsville	Yes	-76.9601	38.95582	100 Watts		High Pressure Sodium	31'		LED	
Wood	811408-3568	Pepco	City of Hyattsville	Yes	-76.9598	38.95571	100 Watts		High Pressure Sodium	25'		LED	12' arm
Wood	811408-6673	Pepco	City of Hyattsville	Yes	-76.9587	38.95585	250 Watts		High Pressure Sodium	26'		LED	change to 150 or 200 watt
Wood	811408-7380	Pepco	City of Hyattsville	Yes	-76.9585	38.95605	150 Watts		High Pressure Sodium	27'		LED	change to 100 watt
Wood	811408-8087	Pepco	City of Hyattsville	Yes	-76.9582	38.95626	25 Watts		High Pressure Sodium	25'		LED	correct angle of arm
Wood	811408-5560	Pepco	City of Hyattsville	Yes	-76.9591	38.9555	100 Watts		High Pressure Sodium	25'		LED	
Wood	811408-7154	Pepco	City of Hyattsville	Yes	-76.9586	38.95532	100 Watts		High Pressure Sodium	22'		LED	
Wood	811408-8741	Pepco	City of Hyattsville	Yes	-76.958	38.95503	250 Watts		High Pressure Sodium	28'		LED	
Wood	811408-8434	Pepco	City of Hyattsville	Yes	-76.9581	38.95473	250 Watts		High Pressure Sodium	29		LED	
Wood	811408-1347	Pepco	City of Hyattsville	Yes	-76.9605	38.95512	250 Watts		High Pressure Sodium	24'		LED	
Wood	811409-5430	Pepco	City of Hyattsville	Yes	0	0	100 Watts		High Pressure Sodium	26'		LED	
	811408-8051	Pepco	Pepco	Yes	0	0	0					LED	need to change to led (new HPS just installed)
Wood	812408-5024	Pepco	City of Hyattsville	Yes	0	0	100 Watts		High Pressure Sodium	23		LED	
Wood	811408-7923	Pepco	City of Hyattsville	Yes	0	0	400 Watts		High Pressure Sodium	23		LED	
Wood	812408-2904		Pepco	Yes	0	0	250 Watts		High Pressure Sodium			LED	
Wood	811409-6024	Pepco	Pepco	Yes								LED	Add light
Wood	811498-1385	Pepco	Pepco	Yes					LED			LED	remove light from across street at pole # 811408-0982
Wood	812409-8626	Pepco	Pepco	Yes			100 Watt		LED			LED	Add light
Wood		Pepco	Pepco	Yes			100 Watt		LED			LED	Add light
Wood	812409-560320	Pepco	Pepco	Yes			100 Watt		LED			LED	Add light
Wood	812409-540040	Pepco	Pepco	Yes			100 Watt		LED			LED	Add light
Wood	812409-4794	Pepco	Pepco	Yes			100 Watt		LED			LED	Add light
Wood	812409-1920	Pepco	Pepco	Yes								LED	Add light
Wood	812408-2837	Pepco	Pepco	Yes					LED			LED	Add light
Wood	813408-6027	Pepco	Pepco	Yes					LED			LED	Add light
Wood	812408-9034	Pepco	Pepco	Yes					LED			LED	Add light
Wood	812408-7146	Pepco	Pepco	Yes								LED	Add light
	812408-7862	Pepco	Pepco	Yes					LED			LED	Add light
Wood	812408-8112	Pepco	Pepco	Yes					LED			LED	Add light
Wood	812408-4852	Pepco	Pepco	Yes					LED			LED	Add light
Wood	812408-1955	Pepco	Pepco	Yes								LED	Add light
Wood	811408-9889	Pepco	Pepco	Yes					LED			LED	Add light
Wood	811408-4664	Pepco	Pepco	Yes					LED			LED	Add light
Wood	811408-4694	Pepco	Pepco	Yes								LED	add light
Wood	811409-5707	Pepco	Pepco	Yes								LED	Add light

Attachment: Street light upgrade list2016 v1 (1395 : Hyattsville Lighting Study)



Consent Items: MOTION #08-01-16 Acceptance and Appropriation of Share Our Strength Grant

SUBJECT: Acceptance and Appropriation of Share Our Strength Grant

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #08-01-16

I move that the Mayor & Council accept and appropriate into the FY16 budget a \$5,000 grant from Share Our Strength for the purposes of holding Cooking Matters nutritional tours for low-income adults at the Hyattsville Farmers Market.

BACKGROUND:

The City of Hyattsville applied for and received a \$5,000 grant from Share Our Strength to provide matching money at the City's farmers market. This is a new, first time grant which will be disbursed in small (\$10 or less) farmers market coupons to visitors who qualify for federal nutrition assistance. The funds will help low-income residents purchase healthy produce while also supporting the market and its vendors.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

\$5,000



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

Meeting: 1/19/2016 8:00 PM

Department: Clerk's Office

Prepared by: Laura Reams

Sponsors: At the Request of the City Administrator

DOC ID: (ID # 1400)

7.1

Consent Items: MOTION #08-01-16 Acceptance and Appropriation of Share Our Strength Grant


Tracey Nicholson, City Administrator 1/13/2016



January 7, 2016

Tracey E. Nicholson
City of Hyattsville
City Administrator
4310 Gallatin Street
Hyattsville, MD 20781

Dear Ms. Nicholson,

We are pleased to inform you that City of Hyattsville has been awarded funding in the amount of \$5,000.00 from Share Our Strength to continue your work providing Cooking Matters at the Store tours. This grant is being made by Share Our Strength and the Maryland No Kid Hungry Campaign. By signing this agreement letter, City of Hyattsville agrees to the terms below:

- These grant funds are intended to help you reach a minimum of 500 participants with Cooking Matters at the Store tours to be completed by September 30, 2016.
- Tours are intended for low-income adults only, and must be offered at no charge to all participants.
- Any changes to the anticipated use of funds must be approved by Share Our Strength in advance, and in writing.
- The tour leader must report tour reach for each tour in the Salesforce database within one week of the tour date.
- This agreement also gives Share Our Strength your permission to use photographs, logos, and other materials you supply in your communications with Share Our Strength, without further notice, in press releases and/or publications.

This letter will act as a memorandum of understanding between our organizations regarding this payment. **Please sign and return this letter no later than January 15, 2016.**

If you have any questions about any of the conditions described in this letter, or about your grant in general, please contact Liz Evancho, Associate Director, Grants, at 202.478.6576 or eevancho@strength.org.

Continued on next page

Thank you for your participation in the Cooking Matters at the Store program, and helping to ensure that no kid goes hungry. We wish you the best of success and look forward to hearing about your work on this important goal.

Sincerely,



Bill Shore
Founder and CEO

SIGNED: City of Hyattsville

Please provide an authorized signature, retain a copy for your records, and return promptly.

Signature

Printed Name

Title

Date



Consent Items: MOTION #09-01-16 Appointments to Residential Parking Zone Committee

SUBJECT: Appointments to Residential Parking Zone Committee

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #09-01-16

I move that the Mayor & Council appoint Catherine Barron (Ward 1), Joseph D. Youhouse (Ward 1), Pat Yinky (Ward 2) and Irma Echeverria (Ward 5) to the City's Ad Hoc Residential Parking Zone Committee for a term to expire 120 days after the first meeting of the committee.

BACKGROUND:

Please see attached committee appointee forms.

NEXT STEPS:

With the approval of these appointments, the Ad Hoc Residential Parking Zone Committee will have 6 members.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

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

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 1/13/2016



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

NAME OF COMMITTEE/BOARD:	Residential Parking Zone Committee
NAME OF APPOINTEE:	Catherine Barron
ADDRESS:	1401 Farragut Street, Hyattsville, MD 20781
WARD #:	One
EMAIL:	cbarron@hyattsvillemd.com
PHONE NUMBER:	(301) 271-1234
REFERRED BY:	Bart Lawrence

BIOGRAPHICAL STATEMENT:

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

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):
I have been a resident of Hyattsville since 2003, and own a home on Farragut Street. Since 2003, I have witnessed the dramatic increase in the number of businesses and residences, and its impact on parking accommodations. The addition of new businesses and residences on Rhode Island Avenue has elevated the profile of Hyattsville in the surrounding communities profoundly, and the City should do everything possible to enhance our visibility. It is time to review the City's parking zone program to contribute to this enhancement, and I would be pleased to participate. As a law firm administrator, I have over 30 years of experience in policy and program review and development, with a specific focus on financial planning and management. I believe I can bring those skills to the table to assist in this review by the Residential Parking Zone Committee.

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:	Residential Parking Zone Committee
NAME OF APPOINTEE:	Joseph D. Youhouse
ADDRESS:	
WARD #:	1
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	Bart Lawrence

BIOGRAPHICAL STATEMENT:

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

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):
I have lived in Hyattsville my entire life and really care about our city. I have concerns about the current residential parking zone program and how it is enforced. I hope to contribute my thoughts and ideas so that we can make parking in our great city easier, fair, and convenient.

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:	Residential Parking Zone Committee
NAME OF APPOINTEE:	FAT YINKY
ADDRESS:	
WARD #:	2
EMAIL:	
PHONE NUMBER:	XXXXXXXXXX
REFERRED BY:	ROBERT CRODIN

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):
A FORTY YEAR RESIDENT OF HYATTSVILLE, I HAVE SERVED ON VARIOUS CITY COMMITTEES, MOST RECENTLY THE CODE ENFORCEMENT ADVISORY COMMITTEE. AS AN INDUSTRIAL DESIGNER BY PROFESSION, MY CAREER HAS CONSISTED MOSTLY OF PRODUCT, EXHIBIT AND GARDEN STRUCTURE DESIGN.

For internal use:

DATE INFORMATION RECEIVED:	1/12/16 m
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:	Residential Parking Committee
NAME OF APPOINTEE:	Irma Echeverria
ADDRESS:	
WARD #:	5
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	CM Joseph Solomon

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):
I have been a long time resident of Hyattsville, over 25 years. I have seen ward 5 neglected and underrepresented. My knowledge and experience in successful management of international city and county governments would be a valuable asset to this committee.
This is an issue that has had no proper implementations and should be addressed before the new development of West Hyattsville.

For internal use:

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



Consent Items: MOTION #10-01-16 Shade Tree Board Appointments

SUBJECT: Shade Tree Board Appointments

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #10-01-16

I move that the Mayor, upon the approval of the Council, appoint Gloria Felix-Thompson (Ward 1) and Joe Luebke (Ward 3) to the City's Shade Tree Board for a term of three years to expire on December 31, 2018.

BACKGROUND:

The Shade Tree Board is established by Section 112-3 of the City Code. The Board is composed of nine members. Eight of the members are appointed by the Mayor with the approval of the Council to terms of three years. The ninth member of the Board is the Director of Public Works/Municipal Arborist.

NEXT STEPS:

The City has reached out to the other members of the Board to see if they are interested in reappointment. All terms for Board members expired in December 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 1/13/2016



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

NAME OF COMMITTEE/BOARD:	Shade Tree Board
NAME OF APPOINTEE:	Gloria Felix-Thompson
ADDRESS:	
WARD #:	1
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	Bart Lawrence

BIOGRAPHICAL STATEMENT:

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

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):
To preserve our city's beautiful shade tree was the impetus for citizens (including myself) to lobby for the enactment of a Shade Tree Ordinance 1985. Since then I have been a part of the Shade Tree Board and hopefully have contributed to the sensible application of the ordinance and preservation of our urban canopy. I would like to continue my work with the Shade Tree Board.

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:	Shade Tree Board
NAME OF APPOINTEE:	Joe Luebke
ADDRESS:	
WARD #:	3
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	Tom Wright

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):
I am a professional horticulturist with over 25 years of experience. I am passionate about trees and helping to preserve the tree canopy of our city.

For internal use:

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



Consent Items: MOTION #11-01-16 Appointment to Hyattsville Police and Public Safety Citizens Advisory Committee

SUBJECT: Appointment to Hyattsville Police and Public Safety Citizens Advisory Committee

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #11-01-16

I move that the Mayor & Council appoint Irma Echeverria (Ward 5) to the City's Police and Public Safety Citizens Advisory Committee for a term of two (2) years, expiring on December 31, 2017.

BACKGROUND:

Please see attached committee appointee form. This committee now has 5 members.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

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

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 1/13/2016



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

NAME OF COMMITTEE/BOARD:	Police and Public Safety Citizens' Advisory Committee
NAME OF APPOINTEE:	Irma Echeverria
ADDRESS:	
WARD #:	5
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	CM Joseph Solomon

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):
I have been a long time resident of Hyattsville, over 25 years. I have seen ward 5 neglected and underrepresented. My knowledge and experience in successful management of international city and county governments would be a valuable asset to this committee.
I can also provide a different perspective that is much needed to understand the dynamic changes of our community which has impacted public safety. My having taught business cultures courses at the University level has allowed me to research and gather information which would be particularly useful to addressing the public safety disparities. I have also worked for an international management firm that has addressed these issues.

For internal use:

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



Consent Items: MOTION #12-01-16 Appointment to Education Advisory Committee

SUBJECT: Appointment to Education Advisory Committee

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #12-01-16

I move that the Mayor & Council appoint Kathy Dow-Burger (Ward 1) to the City's Education Advisory Committee for a term of two (2) years, expiring on December 31, 2017.

BACKGROUND:

Please see attached committee appointee form.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

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

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 1/13/2016



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

NAME OF COMMITTEE/BOARD:	Education Advisory Committee
NAME OF APPOINTEE:	Kathy Dow-Burger, M.A., CCC-SLP
ADDRESS:	1450 14th Place, Hyattsville, MD 20781
WARD #:	Ward 1
EMAIL:	KDowBurger@gmail.com
PHONE NUMBER:	410-201-3187
REFERRED BY:	XXXXXXXXXX Lawrence and Ward

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):

As a Speech-Language Pathologist and Assistant Clinical Professor at the University of Maryland's Department of Hearing and Speech Sciences, Ms. Dow-Burger has 25 years working with public and private school students with special needs and unique learning styles from early childhood education through high school. She and her husband have fostered 20 children, have 4 adult children and a 10th grade son living with them in their Hyattsville home. Ms. Dow-Burger is enthusiastic to be a part of the Education Advisory Committee to help create solutions to close the racial and socio-economic achievement gap and eliminate disparities in resources through innovative and equitable ways. Let us empower Hyattsville families, encourage local teachers & administrators to use educational best practices and utilize local universities to access grants/resources that will benefit Hyattsville schools.

For internal use:

DATE INFORMATION RECEIVED:

APPROVED BY COUNCIL (DATE & MOTION NUMBER):

DATE OF TERM EXPIRATION:

DATE POSTED ON WEBSITE



Action Items: MOTION #13-01-16 Support for Smart Cities

SUBJECT: Support for Smart Cities

SECTION: Action Items

RECOMMENDED ACTION:

Motion #13-01-16

I move that the Mayor and Council approve an allocation of up to \$250.00 to support the Hyattsville Preservation Association's Smart Cities event on March 17, 2016. Funds would be used to offset the costs associated with the event including honoraria and/or refreshments.

BACKGROUND:

Please see attached motion and supporting documentation submitted by Mayor Hollingsworth.

NEXT STEPS:

The finance department will process the release of funds to HPA.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Minimal

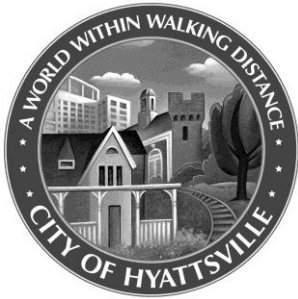
STRATEGIC GOALS

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

FISCAL IMPACT:

\$250


Tracey Nicholson, City Administrator 1/14/2016



Council Agenda Form

MOTION # 13-01-16		DRAFT #
DATE SUBMITTED: January 12, 2016	DATE TO GO BEFORE COUNCIL: 1/19/2016	
SUBMITTED BY: Hollingsworth		
DEPARTMENT: Legislative		

TITLE OF MOTION: Support for Smart Cities

RECOMMENDATION:

I move that the Mayor and Council approve an allocation of up to \$250.00 to support the Hyattsville Preservation Association's Smart Cities event on March 17, 2016. Funds would be used to offset the costs associated with the event including honoraria and/or refreshments.

BACKGROUND:

The Hyattsville Preservation Association (HPA) is organizing a town hall to discuss the future of technology and innovation in cities and what it can mean for Hyattsville. The guest speaker will be Dan Hoffman, Chief Innovation Officer for Montgomery County and the event will be held in the Prangley Room at the municipal building.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Processing of reimbursements up to \$250.00 to HPA.

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

Mayor and Council discretionary funds are available to support this initiative.

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

2.5 Leverage funding and resource opportunities to support projects, programs and services consistent with City's adopted Vision, Mission, and Strategic Goals.

4.4 Solicit and support collaborative partnerships that enhance City services to broaden the range of resources and services provided to City residents.

SUPPORTING DOCUMENTATION: Biography – Dan Hoffman

CURRENT YEAR BUDGET IMPACT: Funds are currently authorized in the FY16 budget.

Attachment: Smart Cities Program (HPA) [Revision 1] (1408 : Support for Smart Cities)

5 Q's for Daniel Hoffman, Chief Innovation Officer for Montgomery County

Data Innovators

Published on August 24th, 2015 | by Joshua New

The Center for Data Innovation spoke with Daniel Hoffman, chief innovation officer for Montgomery County, Maryland. Hoffman discussed the county's effort to facilitate the use of open data as well as the challenges that face municipal governments trying to create fully smart cities.

Joshua New: What are some of the challenges of being Montgomery County's first chief innovation officer?

Daniel Hoffman: Being the first is really a double-edged sword. It has allowed me to really create and define the role based on practices from folks that have this role elsewhere. There's a bunch of us that have come online in the past few years in this type of job. I can take the best of what I've seen around the country and make something that fits the needs of Montgomery County. On the other hand, there are a lot of expectations that come with the title "chief innovation officer." "Innovation" has become a catch-all word with a lot attached to it, and I often wonder if this title is just a fad. I always need to focus on how to extract long-lasting value from this role. Regardless of the word we use, the underlying principles can never go away for a successful organization.

I find there are three basic criteria for this role to be successful. You have to be agile, you have to be iterative, and you have to think like an entrepreneur. This means prototyping, piloting, testing, tinkering, and so on. Then, you have to be aware of return of investment, otherwise it's just play. I love play, but I'm getting paid to identify things that bring value for the county. And, the things we do have to be, by definition, experimental or risky in nature. It's an exploiters versus explorers situation. You need exploiters like process-improvement and efficiency people that can extract the most value from limited resources. They are the folks that make sure the buses run on time and that trash gets picked up efficiently. But explorers are the ones that survey the landscape to identify opportunities that come from new technologies. Explorers find ways to adapt and do things differently before it's too late. I've been lucky to be an explorer for Montgomery County. We've positioned the innovation program within the Office of the County Executive which allows us to avoid getting deep into the weeds of a particular niche. Establishing this definition for the role has been one of its biggest challenges.

Other than having to continually manage expectations that I'm not just the "mobile app guy" or just the "hackathon guy," the biggest obstacle is the role's public nature. Compare this to private sector research and development (R&D), as a lot of what I do could be considered public sector R&D. The private sector can write off a failed experiment and move on to the next idea. It knows its job is to test as many things as possible. In my situation, everything is open. This means you have to build an expectation amongst executives and the public alike that some things just won't work and that that's okay.

New: You helped launch the "Thingstitute" in early 2015 to help spur the development of Internet of Things projects in Montgomery County. What has the Thingstitute done so far, and what do you hope it can accomplish in the future?

Hoffman: So the Thingstitute was really born out of something called the SCALE project. When we first got involved with the National Institute of Standards and Technology (NIST) Smart America Project—now called the Global Cities Team Challenge—the SCALE project was designed to deliver Internet of Things devices to vulnerable populations to understand their impact on first-responder activities. After that, we realized we needed to formalize the initiative to grow and add other test beds. The Thingstitute now has a bigger facility and workshop, and we've moved our test-bed to a large senior-living facility where we've deployed sensors that monitor air, water, and health.

We're just finishing the first phase and are moving on to the second phase. We have about 15 or 20 volunteers in the facility to deploy Internet of Things devices. So far, it's been going well. I'm

excited about our next test-bed where we'll be focusing on agriculture. We'll have an amazing team of big tech companies, startups, and academic institutions using the same test-bed philosophy to help us better understand how the Internet of Things can affect agriculture.

Hopefully, if all goes well, we will also be doing something with corrections later this year. This is something that I think could prove a really compelling use for the Internet of Things because incarcerations is such a high-risk situation for society. Our role in corrections is critical because if we do it right, someone returns to society and can start paying in to the greater good. If we don't do this right, they end up being a drain on society. And that's not even counting all of the peripheral costs of incarcerations, like court fees and law enforcement. If the Internet of Things and data can help here, I think it would be hugely beneficial.

Overall, the Thingstitute is designed to manage these test-beds and encourage sharing knowledge. We have a partnership with Kansas City to share what we're learning. If the Thingstitute positions the county as a leader in this space, that would be great, too. I think we're in a unique position, given our proximity to the federal government, to NIST, and to policy groups, and given that we are a large urban county. We're well-suited to play a leadership role in the evolution of the Internet of Things in the public sector.

New: Another one of your projects is helping the county's firefighters develop smart firefighting tools. What does this kind of technology look like, and why is it so important?

Hoffman: It just so happens that we just wrote a chapter on this in a new publication put out by NIST and the National Fire Protection Research Foundation called the Research Roadmap for Smart Firefighting. It's a pretty substantive guide to smart firefighting and it should help guide research funding for the foreseeable future.

Our chapter, though it may not sound very exciting, deals with the non-fire data user applications, focusing on alerting, notifications, risk-based inspections, and adaptable signage for transit and evacuation. I think this is hugely important because firefighting is one of those areas where new technologies can play a significant role in saving lives. Firefighters put out fires, obviously, but they often have a joint fire and rescue function. Eighty percent of our firefighting calls are calls for assistance, rather than for a fire. Understanding fires is important, but there's so much potential to get better data into the hand of a first responder while they are en route to these assistance calls, and this is a great opportunity. Montgomery County is largely urban and dense, so cutting down response times is tricky. Figuring out how to cut this down is important, but I'm more focused on getting more information into the hands of firefighters and paramedics so they can be better informed about what they're walking into and deploy the right resources on the first try. Whether its data off of a sensor or data on building codes, getting that information to our dispatch sensor to pass it along to firefighters is really the next step in firefighting.

Its one of those examples that show how dramatic the effects that the Internet of Things will have on the public sector. We're seeing some of these changes in things like parking management, but that's not a lifesaving example. And, until we figure out how to move the hodge-podge of data from sensors and protocols to the actual people that need it and build applications with it, we can't really get anywhere with smart firefighting.

New: Montgomery County passed its open data law in 2012, and the Montgomery County Innovation Program oversees the annual Open Data Town Halls, which serve as a chance for the community to weigh in on open data efforts and hackathons to make better use of this data. What is the value of these events?

Hoffman: In the way we've structured the open data program in the county, we have the CountyStat group that serves as the internal ombudsman. They go after and find data that departments have or need and represent the internal data needs for the county. The innovation, program, which I oversee, represents the public needs. That's why we run the town halls and do the hackathons—we do a lot of public outreach and try to make open data a real benefit for

people.

I'm lucky to have access to a really great open data project team in our Department of technology Services. They have three people working full time on our program making sure it's running well. They make sure we publish things according to our operations manual and according to our prioritization plan for our data inventory. We had created a scorecard for every piece of data, which is something that nobody has done before, because we wanted to determine what the most important data was and what we should publish first. It will take us years to publish everything, so we wanted to make sure the most important things happened first. Now the project team governs this.

The investment that the county executives made in open data demonstrates our commitment to transparency, but it's also something that has to be justified. In an era of shrinking budgets, we need to be able to say why publishing something is important. The public outreach is important for letting people know what we have and how it could help them or their business.

New: I've heard you speak several times on smart cities. While Montgomery County isn't a "city" per se, how far off do you think it is? What are some of the major roadblocks?

Hoffman: It's really tough to say. What I do know is that nobody is going to make a sensor or system to the Montgomery County specification. We might get a single point solution that meets our transportation needs, or fire service needs, but until there's a strong national or international protocol put in place, it's going to be really hard for cities have that fully networked smart city we keep hearing about.

Truth be told, we can't afford to deploy enough devices to become smart enough to reach that ideal. We own a relatively small percentage of the built environment which means we can't really be fully connected. We have roads, but beyond that, people spend the vast majority of their lives in their offices and homes. Until there are these common standards and protocols, we're going to have a diverse ecosystem of vendors and products that take proprietary approaches. There isn't a week that goes by that I don't get a pitch from someone trying to sell me their Internet of Things platform that can supposedly integrate everything, which I find funny.

Until there are interoperable, open standards that people adhere to, it's going to be close to impossible to have these smart cities. We'll be confined to siloed, point solutions that don't talk to each other. I don't think we should sit on our hands and wait for that day to come—now is very much the time to experiment—but any city, no matter how connected they are, will be limited until a firefighter en route to a scene can access real-time data on what's happening in a building, or have an intersection that can adapt to a changing environment or be repurposed for an emergency evacuation situation. We know we could do all of these things, but it will be out of reach until the industry matures enough and we have common standards in place. Now that we have major companies putting together alliances to have this conversation on an international level, it will happen eventually, I just couldn't tell you when.

Tags: [data innovators](#), [firefighting](#), [internet of things](#), [Montgomery County](#), [nist](#), [smart cities](#)

About the Author



Joshua New Joshua New is a policy analyst at the Center for Data Innovation. He has a

background in government affairs, policy, and communication. Prior to joining the Center for Data Innovation, Joshua graduated from American University with degrees in C.L.E.G. (Communication, Legal Institutions, Economics, and Government) and Public Communication. His research focuses on methods of promoting innovative and emerging technologies as a means of improving the economy and quality of life. Follow Joshua on Twitter @Josh_A_New.



Discussion Items: Hyattsville Volunteer Fire Department Loan Request/Agreement

SUBJECT: Hyattsville Volunteer Fire Department Loan Request/Agreement

SECTION: Discussion Items

BACKGROUND:

The Hyattsville Volunteer Fire Department (HVFD) plans to purchase a second ambulance to support their critical emergency medical services response mission. They are asking to borrow \$250,000 from the City to be financed over 7-10 years. The new ambulance unit, along with their first ambulance which was delivered in late 2013, replaces a pair of 2003 ambulances. The new ambulances will provide their growing EMS membership with high quality response and transport vehicles for the foreseeable future. The units are "Advanced Life Support" ready which allows them to expand their Paramedic program by providing the highest level of emergency care with both basic and advanced life support services. It also affords multiple EMS units the ability to be in-service as needed.

In December, 2010, the City entered into a loan financing agreement with the HVFD. The City provided a 10 year loan at 3.5% with one annual payment due per year. These terms were significantly less than terms available through traditional lending. In the first three years of the initial city loan, the HVFD made five payments which is ahead of the final payment date. HVFD officials have expressed that "as a non-profit organization, these kind of savings are critical to their long term success".

The HVFD is once again asking to borrow \$250,000 for a new ambulance, and to finance the purchase of the unit over 7-10 years through a similar loan and comparable interest rate. This will save them approx 1-2% over traditional financing options. As with the first loan, they will guarantee the loan with HVFD assets and pay the legal and loan fees required to set up the agreement. HVFD IRS 990 forms are available for review.

NEXT STEPS:

If approved, the City will coordinate a \$250,000 loan for HVFD to purchase a new ambulance. This loan will be paid back to the City through a financing agreement similar to the current loan agreement at a comparable interest rate. This action will be submitted on the February 1, 2016 agenda in the form of a motion that will include the final term, rate and resolution of legal requirements. The City Treasurer and a Hyattsville Volunteer Fire Department official will be present to address this request.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Treasurer and legal support

STRATEGIC GOALS



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

Meeting: 1/19/2016 8:00 PM

Department: Finance Department

Prepared by: Ron Brooks

Sponsors: At the Request of the City Administrator

DOC ID: (ID # 1411)

9.1

Discussion Items: Hyattsville Volunteer Fire Department Loan Request/Agreement

Goal: Goal 3 – Promote a Safe and Vibrant Community


Tracey Nicholson, City Administrator 1/14/2016



Discussion Items: 4310 Gallatin Street Reuse/Redevelopment RFQ Proposals

SUBJECT: 4310 Gallatin Street Reuse/Redevelopment RFQ Proposals

SECTION: Discussion Items

BACKGROUND:

In July 2015, the City of Hyattsville issued a solicitation to access interest in development or re-purposing the City Administrative office building at 4310 Gallatin Street for its best use. Interested developers would then be selected to perform a more detailed proposal, which the City would evaluate and consider negotiating terms and potentially execute an agreement.

The City received two (2) proposals in response to the RFQ solicitation. The details are included in the attached memorandum. The staff has included information on both proposals and desires to solicit feedback from the Mayor and Council.

NEXT STEPS:

Pending authorization of the City Council, the City will issue a Request for Proposal to the firms qualified through the RFQ process.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The firms will have 90-calendar days to submit detailed proposals to the City, which will include a conceptual design, preliminary site plan and financing information. A public hearing will be scheduled at the conclusion of the response period to provide the responding firms an opportunity to present their respective proposals to the City Council and public.

STRATEGIC GOALS

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


Tracey Nicholson, City Administrator 1/15/2016



Memo

To: Mayor and City Council

From: Jim Chandler, Director, Community and Economic Development

CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer

Date: January 7, 2016

Re: 4310 Gallatin Street Reuse/Redevelopment RFQ CED07232015

This memorandum is to advise the Mayor and Council regarding the Request for Qualifications (RFQ) solicitation issued by the City for the reuse and/or redevelopment of 4310 Gallatin Street and a recommendation for proceeding with a formal request for proposal for the selected firms.

RFP Summary

In July 2015, the City of Hyattsville issued a solicitation for the purpose of gauging interest and securing responses from developers for either redevelopment or repurposing of the City Administrative office building at 4310 Gallatin Street for its highest and best use. The developers selected through the first phase of this solicitation would then be selected to perform a more detailed development proposal, which the City would evaluate and select a proposal based on established and proceed with negotiating terms and execution of a development agreement.

The RFQ solicitation required firms to provide responses to each of the following:

- The name of the developer, managing principal/executive director;
- The developer's principal place of business;
- The developer's tax status, company structure and board of directors;
- Identification experience and role of key individuals in the management team and/or its consultants.
- Letter of commitment from a reputable lending institution, preferably one that has provided funding to the developer for previous projects.
- Detail the proposed permitted use of the site, either for reuse of the existing structure OR redevelopment and describe the developer's vision for the project, specifically how the

proposed use of the site benefits the existing and proposed uses within the Gateway Arts District, provides for a demonstrated long-term economic or environmental impact and mitigates potential negative impacts to existing properties and its users. The proposal should state whether the developer is proposing a project that would qualify for LEED certification as defined by US Green Building Council (USGBC) and detail the reasons for pursuing this certification.

- Summary of three (3) reuse/redevelopment projects completed by the developer within the past 10 years:
 - Project timeline, starting with pre-development;
 - Identify any public/private partnership financing associated with the project;
 - Real estate assessment pre-development and post development;
 - Direct and substantiated private investment as a result the development project;
- Relevant experience in similar redevelopment projects completed within the past 10 years, including the project name, type, location, total development cost and point of contact;
- References including names, addresses, and phone numbers of no more than 4 individuals or developers familiar with the developer's performance.

RFP Process

July 23, 2015: Solicitation

August 18, 2015: Pre-bid site tour #1

August 20, 2015: Pre-bid site tour #2

September 10, 2015: Pre-bid site tour #3

September 30, 2015: Pre-bid site tour #4

October 13, 2015: Submissions due

October 14, 2015: Evaluation Period Commences

December 11, 2015: Evaluation Period Concludes

RFP Review Panel

The RFP Review Panel was made up of the following City staff:

Jim Chandler, Assistant City Administrator and Director of Com & Economic Development

Jake Rollow, Director, Community Services

Katie Gerbes, Community Planner, Community & Economic Development

Hal Metzler, Project Manager, DPW

On October 13, 2015, the City of Hyattsville received responses from the following firms:

Firm	Address	Minimum Requirements Met	Development Type
Dillon/Warner Development Services	2273 Research Boulevard, Ste. 500, Rockville, MD 20850	Yes	Redevelopment
Flywheel Development	751 Hobart Place, NW, Washington, DC 20001	Yes	Redevelopment

Technical Proposal Analysis

The proposals were distributed to each of the members of the RFQ Review Panel along with the analysis score sheet. The proposals were evaluated independently by each of the members of the Panel based on a variety of criteria including:

- The overall professional qualifications and experience of the firm
- Detailed proposed use of the site, benefits to the existing and proposed uses within the Gateway Arts District, economic impact and adverse impacts to existing stakeholders
- Demonstrated commitment of funding
- Projects of similar scale completed within the past 10 years
- References from clients and/or development partners

Dillon/Warner Development Services

Development partnership of Dillon/Warner has extensive mixed-use residential development experience in the Washington DC Metro area. Several projects are highlighted in their development proposal including Gallery Place by the Verizon Center (2006) and Park Potomac in Montgomery County (2015).

The firm proposes demolition of the existing structure and construction of a 90,000 sq.ft. contemporary multi-family apartment/condominium development with 75 - 85 units. The developer is committed to a project that would meet a minimum of LEED Silver certification and could be delivered by early 2019. Parking would assume to be podium with 2nd floor residential. Development standards amendment/variance may be necessary to meet development density concept. The location of the adjacent historic post office may limit the maximum building height of the site to 42', per the Gateway Arts District Development Standards.

The Review Panel was generally satisfied with the developer's qualifications and experience, though it typically undertakes somewhat larger scale projects, as well as their access to capital to fund the

project. The intensity proposed by the developer would require the complete clearing of the site, which would result in significant short-term disruption for adjacent properties, but long-term would provide a significant number of new residents and customers within walking distance to the City's established places of business. Overall, the proposal is of high quality and responded well to the RFQ solicitation.

Flywheel Development LLC

Flywheel Development is a small, locally owned, development firm co-owned and managed by John Miller and Jessica Lawrence. The firm is proposing an equity and partnership with Robert Sahadi, a former executive at Fannie Mae, with Ms. Lawrence serving as the managing member for the project and responsible for the day-to-day management. The firm proposes to construct 30-modular market rate townhomes, similar in scale to their net zero energy (NZE) homes under development on Perry Street in neighboring Mount Rainier, Maryland. The concept of the project is to construct high-quality pre-fabricated units and transfer the completed units to the site as a finished product. The units are designed by Peter Henry Architecture and constructed by Beracah Homes in Delaware. The benefit of this development concept is that by constructing the units in a conditioned environment off-site, eliminating the possibility that the framing is exposed to the elements. Additionally, by constructing the units off-site, there is minimal disruption to adjacent properties, once the initial razing of the existing property and site preparation is completed.

In reviewing the proposal, there is some apprehension regarding the quality of a pre-fabricated project and its ability to compete in a market with built-in place residential products. The firm is small and has limited experience in delivering similar products. The redevelopment of 4310 Gallatin Street would represent the largest redevelopment project performed by the firm. The project does fit within the scale and sustainable model preferred by the City and given our proximity to the City of Mount Rainier, we would be provided with the opportunity to monitor the firm's progress and assess the finished product. Overall, we are satisfied with the content of the proposal and believe that the firm responded well to the RFQ solicitation.

Recommendation

It is the opinion of the Review Panel that the proposal submitted by **Dillon/Warner Development Services and Flywheel Development LLC** are of well thought out concepts, the firms have addressed each of the sections detailed in the RFQ and demonstrated that each of the responding firms is capable of performing the redevelopment of the City's property. We feel strongly that it will be in the City's best interest that both firms be qualified by the City Council and provided the opportunity to respond to a Request for Proposal, which will solicit the following information:

- Conceptual site plan & elevation
- Traffic circulation/mitigation program
- LEED Development Scorecard
- Formal Public Benefits Proffer
- Development Pro-forma
- Phase I Study Commitment
- Financing Commitment
- Reaffirmed Project Development Timeline
- Real Estate Offer for 4310 Gallatin Street

I anticipate the release of the Request for Proposal (RFP) approximately 30-calendar days after Council has authorized the issuance of the solicitation to the qualified firms. The RFP solicitation will provide both firms 90-calendar days to respond with a highly detailed supplemental proposal. The proposals will be reviewed by staff, including the City Treasurer's review of the pro forma and real estate offer. Staff will provide the City Council with a summary of the responses and both firms will have an opportunity to present their projects publicly, preferably during a Public Hearing sometime between June – August 2016. A selection of a proposal and execution of a development agreement could then be place by October 2016.

As has been authorized by the City Council, the Staff has commenced evaluation of alternative offices to support City operations and we anticipate providing to the City Council a report detailing viable long-term options that need to be considered jointly with any potential sale and/or redevelopment of the current City owned property. The consideration of any sale and transfer of the property will be dependent upon the relocation timeline of the City's administrative offices and will likely require a development memorandum of understanding that provides the City with the option to extend the vacancy date and/or lease back office space. If there are no significant delays due to relocation or development review, I expect the City Administrative offices will have the opportunity to vacate the site by June 2018, with the redevelopment of the site contingent upon the build-out of 3505 Hamilton Street and the transfer of the Police Department operations.



REQUEST FOR QUALIFICATIONS (RFQ) #CED07232015
“REDEVELOPMENT/REUSE OF 4310 GALLATIN STREET”
Technical Proposal
[Copy]

Submitted to:

THE CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Attn: Laura Reams, City Clerk

Submitted by:

DILLION\WARNER DEVELOPMENT SERVICES

Dillon \ WARNER
DEVELOPMENT SERVICES

October 13, 2015

Point of Contact:

Gregory R. Dillon, Principal

2273 Research Boulevard, Ste. 500
Rockville, Maryland 20850
Phone: 301.670.9020
Fax: 301.670.7977
gdillon@dillonpartners.com

Dillon \ WARNER

DEVELOPMENT SERVICES

October 9, 2015

Attn: Laura Reams, City Clerk
The City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

Dear Ms. Reams:

Dillon\Warner Development Services (Dillon\Warner) is pleased to submit our qualifications in response to the City of Hyattsville's invitation to respond to the Request for Qualifications for the "Redevelopment/Reuse of 4310 Gallatin Street". We believe that our submission fully responds to the requirements, evaluation criteria, and land use goals of the Gateway Arts District Sector Plan, set forth in the RFQ. Dillon\Warner's general profile and qualifications, development proposal, work product examples and references for this project are outlined and provided in our submission, as prescribed by the RFQ.

Dillon\Warner, and particularly its professionals put forward and supported by the full complement of the firm's professionals, is fully equipped with the necessary and notable background, experience, skill, knowledge, and credibility to demonstrate the ability to either redevelop or repurpose the site for its highest and best use as outlined in the RFQ. Through a combination of its experience, knowledge, skill, and expertise across all project phases, Dillon\Warner can successfully deliver projects from concept to reality.

Often times, government/municipal planning departments look for new and exciting mixed-use projects that provide live, work, and play vitality to the quality of life for their communities and constituents. These objectives provide opportunities for the sophisticated investor/owner to create attractive, exciting, and dense projects that provide multi-family living integrated into commercial space, thereby providing for everyday community needs. Dillon\Warner takes the baseline property and zoning information, prepares concept development programs and runs the concepts through financial feasibility and recommends the appropriate course of action.

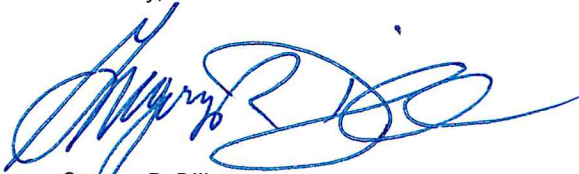
The Dillon\Warner team has worked on numerous large and small scale owner-occupied or multi-tenant retail, office, multi-family, hospitality, and institutional projects, each of which require similar program management expertise which Dillon\Warner delivers time and again.

Our ability to identify highest and best use of properties, manage the entitlements process and site plan approval process provide the investor/owner the assurance and peace of mind to know that their investment risk is being managed professionally.

We will provide any additional information, answer any questions and/or make ourselves available for a meeting or interview to discuss our submittal if requested to do so.

In advance, we thank you for your consideration of this submittal and our firm.

Sincerely,



Gregory R. Dillon
Principal

REQUEST FOR QUALIFICATIONS (RFQ) #CED07232015
FOR THE "REDEVELOPMENT/REUSE OF 4310 GALLATIN STREET"

INTRODUCTION

Dillon\Warner Development Services (Dillon\Warner) provides the firm's qualifications in response to the RFQ #CED07232015 - "Request for Qualifications for the 'Redevelopment/Reuse of 4310 Gallatin Street'" (RFQ) issued by the City of Hyattsville, dated July 23, 2015.

This submission is intended to be responsive to the RFQ in content and structure. This narrative accompanies Dillon\Warner's specific responses to the evaluation criteria outlined in the RFQ, and is intended to provide supplemental information for further clarity and understanding.

SECTION A: GENERAL PROFILE OF DEVELOPER AND QUALIFICATIONS

Name of the developer, managing principal/executive director:

Dillon\Warner Development Services
Principal: Gregory R. Dillon

The developer's principal place of business:

2273 Research Boulevard
Suite 500
Rockville, MD 20850

The developer's tax status, company structure and board of directors:

Tax status: Corporation
Company Structure: Corporation
Board of Directors: Not applicable

Stability of the firm including the tenure of the Chief Executive Officer, Chief Operating Officer, company structure and board of directors:

Greg Dillon and Tony Warner have a 30 year relationship. The Development and Construction Consulting synergy includes the executive and project management team with the experience to carry out the development program proposed for 4310 Gallatin Street (refer to Attachment A).

The executive/senior management has been together as follows:

Tony Warner	30 years
Greg Dillon	30 years
Mark Anderson	11 years
John Viglianti	10 years
Tony Manning	6 years

Identification of experience and role of key individuals in the management team and/or its consultants:

The proposed Dillon\Warner team, assigned to this RFQ, possess the necessary background, experience, knowledge, skill, credentials, expertise, and credibility to perform according to the RFQ. As requested, detailed resumes for key personnel demonstrate that the individuals maintain the relevant professional licensing in accordance with RFQ Section A - General Profile of Developer and Qualifications are attached (refer to Attachment B). Briefly, Dillon\Warner's proposed project team is as follows:

John Viglianti	Project Executive
Richard Hamstead	Senior Project Manager
Helen Kim	Project Manager

Dillon \ WARNER

REQUEST FOR QUALIFICATIONS (RFQ) #CED07232015
FOR THE "REDEVELOPMENT/REUSE OF 4310 GALLATIN STREET"

SECTION B: DEVELOPMENT PROPOSAL

General Concept for the Proposed Site:

Dillon\Warner has reviewed the goals of the Prince George's County Gateway Arts District of the City of Hyattsville. With this understanding, our assessment of current market conditions, and the location of the property, our vision is to create a pedestrian friendly, community-integrated, and Gateway Arts District compliant multi-family or condominium redevelopment. The multi-family or condominium use is permitted in the zoning code and would complement the current activity enhancing the Gateway Arts District. Our goal is for the project to support the goals and objectives of the Gateway Arts District by creating a walkable link to the surrounding neighborhood, increasing the residential sociability and further supporting the shopping activity in the commercial corridor. It continues the burgeoning diverse fabric in the residential life in the area.

In reviewing the existing building report and seeing first-hand during our site visit, the existing conditions of the current facility do not support maintaining its core. Our plan anticipates the demolition and removal of the existing structure to provide a clean template upon which a new +/- 90,000 square foot, contemporary apartment or condominium complex will rise. The current building façade does not support or provide for a more contemporary visual architecture.

As the selected developer, Dillon\Warner would develop the project as quickly as possible. The schedule would be based upon the selection process, predevelopment analysis, meetings with the City of Hyattsville and Prince George's County, budgeting and pro-forma analysis, typical schematic design, design development and construction document production, permits and bidding and construction of the development. The lease-up/sales period would begin approximately 6-9 months prior to completion of construction. The attached schedule gives an approximate conceptual graphic representation of these activities (refer to Attachment C).

Dillon\Warner has excellent experience in creating Apartment/Condominium type projects; the current Park Potomac and Crown Farm projects are good examples. Additionally, the Gallery Place and City Vista projects show that Dillon\Warner has the experience and knowledge of dealing with the complex, urban and contained site, which this project would demand.

The project would be held by a Special Purpose Entity (SPE), LLC and financing would be secured based upon the market analysis and pro-forma.

Based upon the proposed building use, Dillon\Warner anticipates a strong working relationship with the City of Hyattsville. The site has some constraints and requirements, such as building setbacks and on-site parking requirements that will need to be resolved in cooperation with the City staff and council members. Additionally, the City of Hyattsville may desire a higher density for the site. This would require a modification of the height restriction to allow for this increase. Future analysis will determine the need and extent for changes or modifications in the zoning code from the City of Hyattsville or Prince George's County.

In keeping with the City of Hyattsville's sustainability policy, the project would be designed to a minimum Silver LEED certification standard. Dillon\Warner will provide evidence that the design has the points within the LEED regulations to qualify, at a minimum, as Silver LEED. If the City of Hyattsville requires the formal LEED Certification, then Dillon\Warner will pursue the certification to achieve the LEED Certificate.

The economic impact of the project would be positive from a land value/property taxes payable to the City of Hyattsville. Indirectly, the increase in population and disposable income would benefit the surrounding commercial community with higher sales volumes, with the City of Hyattsville receiving higher sales/property values/property taxes. It is anticipated that the increase of 75-85 multi-family or condominium units would provide substantial increase in both tax revenue and commercial purchasing dollars.

Dillon\WARNER

REQUEST FOR QUALIFICATIONS (RFQ) #CED07232015
FOR THE "REDEVELOPMENT/REUSE OF 4310 GALLATIN STREET"

Project Timeline:

October 13, 2015	Submission Due
October 14, 2015	Evaluation Period Commences
November 5-11, 2015	Interview of Selected Developers
November 12 - December 1, 2015	Evaluation Period
December 1, 2015	Evaluation Period Concludes
December 7, 2015	Notification of Selection of Top 3-5 Proposals
January – March, 2016	2nd RFP Solicitation, City Council Approval, Dev. Analysis
April – May 2016	Negotiation with Selected Developer
June 1-30, 2016	Execution of MOU & Finalize Development Agreement
July 1 – October 31, 2016	Contract, Entitlements, Design Development
November 1, 2016 – April 30, 2017	Construction Docs. Permits, Bidding, Start Construction
May 1, 2017 – July 31, 2018	14-Month Construction Period
November 1, 2017 – July 31, 2018	Lease-up/Sales
August 1 – December 31, 2018	Opening/Move In

Detailed summary of three (3) previous reuse/redevelopment projects completed by the developer within the past 10 years:

The Dillon\Warner team has worked on projects from \$10 million to more than \$250 million. This project will be in a niche supported by developers such as Dillon\Warner. The table below lists projects that demonstrates our capability to work collaboratively with the local governments in creating landmark projects. Our goal is to use our experience to create another landmark in Hyattsville.

GALLERY PLACE				
PROJECT TIMELINE:				
Pre-Development	Design	Entitlements	Construction	Opening
1995-2000	2000-2002	2000-2002	2002-2006	July 2006
PUBLIC/PRIVATE FINANCING:				
\$75 Million Tax Increment Financing				
REAL ESTATE ASSESSMENT:				
Pre-Development	Post-Development			
\$38 Million	\$170 Million			
DIRECT & SUBSTANTIATED PRIVATE INVESTMENT:				
Transformed 7 th Street, NW, Washington, DC Corridor, \$100+ Million				

REQUEST FOR QUALIFICATIONS (RFQ) #CED07232015
FOR THE "REDEVELOPMENT/REUSE OF 4310 GALLATIN STREET"

RANDALL SCHOOL				
PROJECT TIMELINE:				
Pre-Development	Design	Entitlements	Construction	Opening
2009-2012	Conceptual Design included in Pre-Development	Included in Pre-Development	TBD	TBD
PUBLIC/PRIVATE FINANCING:				
None				
REAL ESTATE ASSESSMENT:				
Pre-Development	Post-Development			
\$6 Million	\$192 Million			
DIRECT & SUBSTANTIATED PRIVATE INVESTMENT:				
Information not available at this time				

PARK POTOMAC - NORTH AND SOUTH BUILDINGS				
PROJECT TIMELINE:				
Pre-Development	Design	Entitlements	Construction	Opening
Included in Design	2010-2012	Included in Design	2013-2015	North opened 2015; South projected 2015
PUBLIC/PRIVATE FINANCING:				
None				
REAL ESTATE ASSESSMENT:				
Pre-Development	Post-Development			
Not Available	\$112 Million			
DIRECT & SUBSTANTIATED PRIVATE INVESTMENT:				
With Construction finishing in 2015, this information is not available at this time.				

Letter of commitment from a reputable lending institution, preferably one that has provided funding to the developer for previous projects:

See Attachment D.

REQUEST FOR QUALIFICATIONS (RFQ) #CED07232015
FOR THE "REDEVELOPMENT/REUSE OF 4310 GALLATIN STREET"

SECTION C: CLIENT & REFERENCES

List of similar projects completed within the past 10 years:

RELEVANT EXPERIENCE IN SIMILAR REDEVELOPMENT PROJECTS COMPLETED WITHIN THE PAST 10 YEARS				
PROJECT NAME	TYPE	LOCATION	TOTAL DEVELOPMENT COST	POINT OF CONTACT
Crown Farm	Mixed-Use	Gaithersburg, MD	\$74 Million	Tony Manning
Park Potomac	Residential	Potomac, MD	\$110 Million	Tony Manning
Barnstable Town Center	Mixed-Use	Chester, MD	\$130 Million	Greg Dillon
Gallery Place	Mixed-Use	Washington, DC	\$290 Million	John Vigianti
Randall School	Mixed-Use	Washington, DC	\$192 Million	John Vigianti

Crown Farm is a 180-acre farm that included two historic homes, several agricultural buildings and a log house dating back to the early 1800's. The new Crown Farm is a billion-dollar large scale, transit oriented, mixed-use development in the rapidly growing urban corridor within the corporate limits of the City of Gaithersburg, MD. There are six key locations planned for the property including Downtown Crown to serve the commercial core of the community along with five distinct neighborhoods to include over 2,250 planned residences, 320,000 square feet of retail space, 260,000 square feet of commercial office space, a community park and a planned high school.

Park Potomac is a two-building, seven-story (two levels below grade garage with five levels of above ground apartments) Class A, multi-family residential development. The property is located in close proximity to the intersection of I-270 and West Montrose Road in Montgomery County, MD and was designed by Hord Coplan Macht Architects. The development and construction teams will complete construction by the end of 2015.

Barnstable Town Center is the newest community serving Queen Anne's County and Maryland's Eastern Shore. This is an emerging and bedroom community with an educated workforce commuting to Washington, DC, Annapolis, Baltimore and Columbia, Maryland. The area has a high demand for community services that will be satisfied as the commercial center opens. The Town Center will provide a live and play environment desired in every new community.

Gallery Place is a landmark development project located at 7th Street, NW, continuing the transformation of the section of Washington, DC along with the construction of the Verizon Center. The Western/Akridge partnership purchased land development rights from Washington, DC, established Washington, DC's first Tax Increment Bond Financing (TIF), modeled after Chicago, IL legislation and created what is now the most popular live, work and play environment in the City.

Randall School is a project located at First and I Street, SW. TR SW, LLC envisions a mixed-use project incorporating the preservation of the existing historic buildings with new contemporary buildings for residential use, a hotel and a nonprofit contemporary art museum.

See Attachment E for additional project information.

REQUEST FOR QUALIFICATIONS (RFQ) #CED07232015
FOR THE "REDEVELOPMENT/REUSE OF 4310 GALLATIN STREET"

References from previous clients and/or partners:

REFERENCES FROM PREVIOUS CLIENTS AND/OR PARTNERS			
NAME	COMPANY	ADDRESS	PHONE NUMBER
Robert Schofield	Akridge	601 13th Street, NW. Ste. 300, Washington, DC 20005	202.624.8614
Herbert Miller	Western Development Corporation	1228 31st Street, NW. Ste. 200, Washington, DC 20007	202.295.3040
Robert Zeiller	Westbrook Properties	10740 Parkridge Boulevard, Ste 110. Reston, VA 20191	703.391.1101

CONCLUSION

Dillon\Warner appreciates the City of Hyattsville's invitation to propose, acceptance of this qualifications proposal, and consideration for engagement to redevelop or reuse the 4310 Gallatin Street site.

Should there be any questions or should further clarification, please contact Greg Dillon. We look forward to the opportunity to work on this project with the City of Hyattsville.

4310 Gallatin Street
City of Hyattsville – Request for Qualifications
#CED07232015
October 13, 2015

Submitted by:

Flywheel Development LLC

in partnership with

Beracah Homes, Inc. & Peter Henry Architecture

FLYWHEEL
DEVELOPMENT



FLYWHEEL DEVELOPMENT

751 Hobart PL NW
Washington, DC 20001

t. 202 403-7338
f. 703 773-6920
e. info@flywheeldevelopment.com
w. flywheeldevelopment.com

Jim Chandler
Assistant City Administrator and
Director, Community & Economic Development
City of Hyattsville
4310 Gallatin Street,
Hyattsville, Maryland 20781

October 13, 2015

Re: City of Hyattsville RFQ #CED07232015, 4310 Gallatin Street

Dear Mr. Chandler:

On behalf of our project team, we are pleased to present you with our response to the City of Hyattsville's Request for Qualifications #CED07232015. For this bid, Flywheel Development is joined by modular home manufacturer Beracah Homes, architecture firm Peter Henry Architecture, and equity and development partner Bob Sahadi, a former Fannie Mae Executive.

The RFQ site presents a unique opportunity to shape an important piece of Hyattsville's Town Center area, and we believe our team is well-qualified to deliver a project with significant economic and environmental impact. Our proposal for the site is to construct a community of approximately 30 townhomes that would enhance the urban core of Hyattsville, improving the tax base and activating Hyattsville's Route 1 commercial district by increasing the customer base for established businesses and contributing to the critical mass needed to spur redevelopment of other commercial properties.

Furthermore, our team is committed to responsible community revitalization, with a focus on sustainability. As you may know, Flywheel Development is breaking ground in the next two months on four market-rate, for-sale townhomes in Mount Rainier, Maryland, which will use the Passive House Standard to achieve net zero energy performance. The pioneering project is publicly supported by the City of Mount Rainier, neighboring property owners, Prince George's County Redevelopment Authority, Prince George's Council Member Deni Taveras, and the State of Maryland's Department of Housing and Community Development (DHCD), which provided a grant for pre-construction activities.

We see the RFQ site in Hyattsville as an opportunity to build upon the model we've developed in Mount Rainier to create a whole community of high performing homes, and we have the strong development-design-construction team necessary to deliver on our goals. Additionally, we are intimately familiar with the Gateway Arts District Sector Plan and have experience with Prince George's County's entitlements and subdivision process, having been through both for our townhomes in Mount Rainier.

In terms of community relationships, Flywheel is a proven team-builder, and our approach to working within communities may be somewhat different than other development firms. The principals at Flywheel Development have years of experience working collaboratively with cities across the country to develop solutions to challenging sustainability issues, and we integrate this experience of working alongside – rather than in opposition to – cities into our development work. We encourage you to reach out to the City of Mount Rainier to hear about how we have worked within their community to get a sense of how we would work with you.

In short, we believe this site offers an outstanding opportunity to build a nationally significant project that leverages our team's recent experience, advances our shared interest in environmental stewardship, and builds a more vibrant Hyattsville. We look forward to the opportunity to get to know you and others within Hyattsville better as the RFQ process moves forward.

Please don't hesitate to contact us with questions about our proposal.

Sincerely,



Jessica Lawrence
Principal



John Miller
Principal

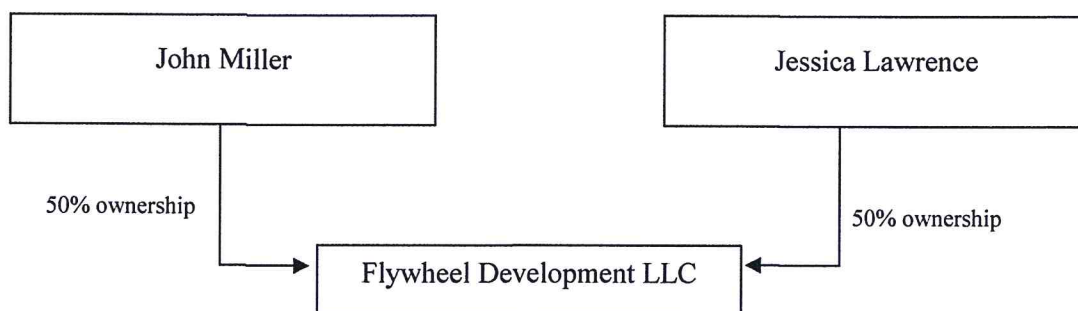
Tab 2: Respondent Team Summary

Development Partners

Lead Developer: Flywheel Development LLC

- Managing Principals: Co-owned and managed by John Miller and Jessica Lawrence
- Principal Place of Business: 751 Hobart Place NW, Washington DC, 20001.
- Tax Status: Partnership election Limited Liability Company chartered in Delaware
- Board of Directors: None

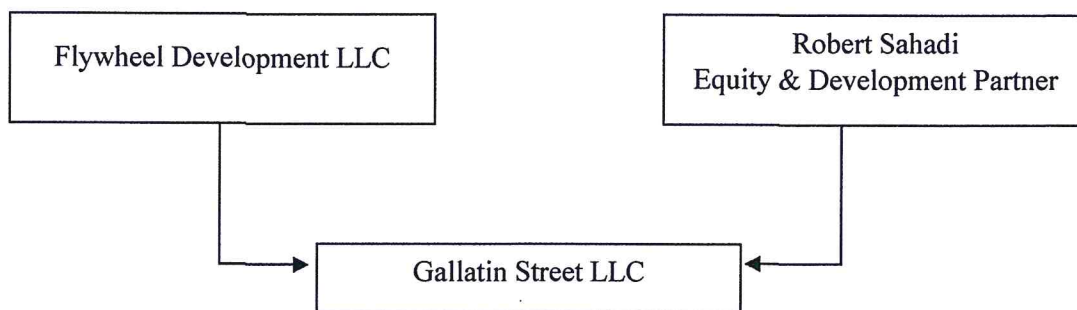
Flywheel Development LLC: Organizational Structure



Developer/Equity Partner: Robert Sahadi

- Robert Sahadi is an individual investor with significant experience in urban revitalization. He is a former executive at Fannie Mae.

Proposed Project Structure



The managing member for this project is Flywheel Development's Jessica Lawrence, who will be the decision-making individual for the entity and the day-to-day lead available to respond to requests for additional information.

Construction Partner

Beracah Homes, Inc.

- The project's modular building service provider is Beracah Homes, Inc. based in Greenwood, Delaware. Beracah Homes will be responsible for building the majority of each new home in their Delaware factory, dramatically reducing construction risk for the project team and the City of Hyattsville. Beracah Homes is the modular construction provider for Flywheel Development's Perry Street Townhomes project in Mount Rainier, Maryland.

Architect

Peter Henry Architecture, LLC

- Peter Henry is one of the leading Passive House architects in the DC region. Peter is the architect for Flywheel Development's Perry Street Townhomes project in Mount Rainier, Maryland.

Lender

EagleBank

- Flywheel Development's preferred lender, EagleBank, has provided a letter of interest in financing the project.

Legal Counsel

Blair Woodside Law, PLLC

- Blair Woodside is a seasoned real estate attorney that is skilled at mitigating risk when it comes to new construction projects.

Company Histories

Background information on companies and key individuals can be found in tab #8.

Certificates of Good Standing

Certificates of good standing can be found in tab #8.



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

Meeting: 1/19/2016 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Hollingsworth
DOC ID: (ID # 1409)

9.3

Discussion Items: Authorizing the Development of a Hyattsville Ambassadors Academy

SUBJECT: Authorizing the Development of a Hyattsville Ambassadors Academy

SECTION: Discussion Items

BACKGROUND:

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

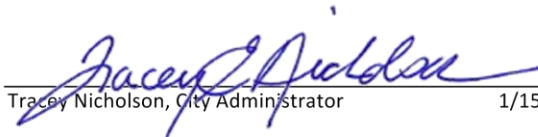
NEXT STEPS:

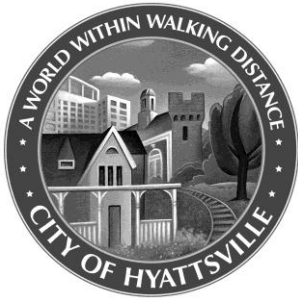
This item is tentatively scheduled for Council action on February 1, 2016.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS

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


Tracey Nicholson, City Administrator 1/15/2016



Council Agenda Form

MOTION #		DRAFT #
DATE SUBMITTED: August 31, 2015	DATE TO GO BEFORE COUNCIL: 1/19/16	
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 by Fall 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): This action can be supported. The Director of Community and Economic Development has begun preliminary coordination and plans to outreach to businesses, residents and the Hyattsville CDC to identify opportunities for program success.

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 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.



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

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

SECTION: Discussion Items

BACKGROUND:

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

NEXT STEPS:

This item is tentatively scheduled for Council action on February 1, 2016.

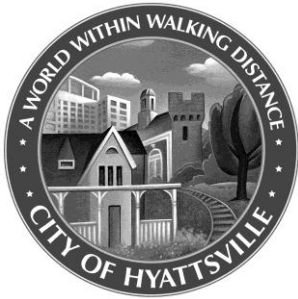
ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 4 – Foster Excellence in all City Operations


Tracey Nicholson, City Administrator 1/14/2016



Council Agenda Form

MOTION #		DRAFT #
DATE SUBMITTED: August 31, 2015	DATE TO GO BEFORE COUNCIL: 1/19/2016	
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.



Discussion Items: Hyattsville Sustainable Land and Building Management Practices

SUBJECT: Hyattsville Sustainable Land and Building Management Practices

SECTION: Discussion Items

BACKGROUND:

Please see attached motion submitted by Council Vice President Lawrence and Councilmember Solomon.

NEXT STEPS:

The item is tentatively scheduled for adoption on the Council agenda for February 1, 2016.

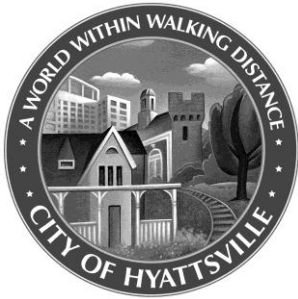
ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Please see attached motion form.

STRATEGIC GOALS

Goal: Goal 3 – Promote a Safe and Vibrant Community


Tracey Nicholson, City Administrator 1/13/2016



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.

Main City Calendar for January 20 – February 1, 2016

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM - 11:00 AM @ the City Administration Building

For more information contact Beryl Johnson at bjohnson@hyattsville.org or 301-985-5058.

Creative Minds Parent-Child Program

Tuesdays and Thursdays, 10:00 AM - 12:00 PM @ Magruder Recreation Center

For more information contact Saarah Abdul-Rauf at srauf@hyattsville.org or 301-985-5065.

Code Compliance Advisory Meeting

January 20, 7:00 PM - 8:30 PM @ the City Administration Building

Price Rite Nutritional Tour

January 21, 2:00 PM @ Shops at Queens Chillum

Tour participants will receive a re-usable grocery bag and a \$10 Price Rite Gift Card. Interested participants must register by 2:00 PM on Wednesday, January 20, 2016 by calling 301-985-5020. Free transportation is available with the City of Hyattsville Call-A-Bus.

Planning Committee

January 26, 7:30 PM - 9:30 PM @ the City Administration Building

City Council Work Session (Voting Rights/Budget Priorities)

January 27, 7:00 PM - 10:00 PM @ 3rd Floor Council Chambers

Please note this Council meeting will begin at 7:00 PM.

This is a work session to review and discuss proposed changes to the City's Election laws including the possible authorization of Non-US Citizen voting rights for City elections. The Council will also have a discussion on the Council Budget Priorities for Fiscal Year 2017 (July 1, 2016 - June 30, 2017).

Seniors Free Movie Monday

February 1, 9:00 AM - 12:30 PM @ Beltway Plaza, Academy 8 Theaters

Call-A-Bus will transport. Please call 301-985-5020 by 2:00 PM on the Friday prior to the event to make a reservation.

Public Hearing – Presentation of Draft Prince George's County Zoning Re-Write

February 1, 7:00 PM @ the City Administration Building

City Council Meeting

February 1, 8:00 PM - 10:00 PM @ the City Administration Building